

Escambia Children's Trust Policy Committee Meeting

November 2, 2022, at 1:00 PM

Brownsville Community Center
Open to public at 3200 W. DeSoto Street, Pensacola, FL 32505

M I N U T E S

Meeting Title:	Escambia Children's Trust Policy Committee Meeting		
Date:	November 2, 2022	Time:	1:00 PM
Location:	3200 W. DeSoto Street, Pensacola, FL 32505		
Chair:	Ms. Patty Hightower	Scribe:	Alma Ellis
Participants Present:	<p>Committee Members: Ms. Patty Hightower, Ms. Stephanie White, Ms. Tori Woods, Mr. David Peaden, Dr. Rex Northup,</p> <p>Staff/advisors: Tammy Greer, Executive Director; Kimberly Krupa, Ph.D., Director of Programs and Performance; Meredith Bush, Esq., Legal Counsel; Alma Ellis, Board Liaison and Administrative Specialist; and Tammy Abrams, Director of Finance and Operations</p>		
Not Present:	Pastor Lonnie Wesley		

- **Call to Order**
 - Ms. Patty Hightower called the meeting to order at 1:10pm
- **Approval of Agenda (Ms. Patty Hightower Chair)**
 - Mr. David Peaden motioned to approve the agenda, Dr. Rex Northup seconded, agenda approved.
- **Policy Discussions**
 - **Authorized Expenditures for Refreshments and Meals:** The Committee reviewed this policy, recommendations are as follows:
 1. Committee recommends removing "vis a vis" from the third paragraph and replacing it with "with regard to".
 2. Committee recommends replacing line item 2 under PROCEDURE to read as follows: "Alcohol is an unallowable cost for reimbursement or charge on the ECT Purchasing Card." Committee recommends adding a "Gifts" section to the Event / Allowance table to read as follows: "Per section 4.7, employees shall not directly solicit, accept, or receive any gift, including meals or refreshments, under circumstances where it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties, or the gift was intended to serve as a reward for any official action on their part. No ECT employee shall receive any gifts from organizations, business concerns, or individuals that have a business relationship with the Trust if such gift has a value over \$25.00.

- **Emergency Funding:** The Committee discussed and wishes to get clarification on guidelines necessary for Executive Director to declare an Emergency. This policy tabled for a future meeting whereby Committee members can do a little more research

- **Cone of Silence:** The Committee reviewed this policy, recommendations are as follows:
 1. Changing the policy name to Limitations on Communications to better reflect the policy description for those not familiar with the wording Cone of Silence
 2. Rewording and rearranging the order of several paragraphs. New wording and order listed below:

6.0 Limitations on Communication

6.1 In order to ensure a fair and equitable procurement process, limitations are imposed on communications with ECT Board members during any active competitive bid process. Generally, all communications regarding an active solicitation must be submitted in writing to the following email address: info@escambiachildrenstrust.org.

6.2 Applicability

The Limitations on Communication shall apply to all Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitations to Negotiate (ITN), Requests for Information (RFI), Invitations to Bid (ITB), and any other competitive solicitation process (hereafter collectively referred to as “competitive solicitation”) that are issued by ECT.

6.3 Commencement/Termination

The Limitations on Communication shall begin at the time of advertisement of the competitive solicitation and shall end when the Chair of the Grants Committee makes his or her written recommendation to the Board at a public meeting of the Board. However, if the ECT Board refers the recommendation back to the Grants Committee for further review, the Limitations on Communication are reimposed until such time as the Grants Committee makes a subsequent written recommendation.

6.4 Notification

Public Notice. Public notice of the Limitations on Communication will be included in any advertisements for the competitive solicitation, including but not limited to inclusion in the solicitation document, and by posting such notification on the ECT website.

Public Solicitations. A statement shall be included in any public solicitation, informing potential bidders or applicants of the requirements of the Limitations on Communication.

Board members and staff members. At the Board meeting approving the issuance of a solicitation, the Executive Director shall inform all Board members and staff that the Limitations on Communication will be imposed for a particular solicitation process, beginning with the posting of the solicitation, and ending when final funding recommendations are brought to the Board.

6.5 Restricted Communications

Once Limitations on Communication are imposed, the following persons may not communicate with one another with regard to a particular competitive solicitation.

- a. Potential bidders, vendors, service providers, lobbyists and consultants cannot communicate with ECT’s professional staff, the Executive Director, and his/her staff other than the designated point(s) of contact; ECT Board members; and Grants Committee members.
- b. The Trust Board members cannot communicate with potential bidders, vendors, service providers, lobbyists, and consultants.

- c. With the exception of the designated point(s) of contact, ECT staff, the Executive Director, and his/her staff cannot communicate with potential bidders, vendors, service providers, lobbyists, and consultants.
- d. Grants Committee members cannot communicate with potential bidders, vendors, service providers, lobbyists, and consultants..
- e. If a person begins to communicate about a competitive solicitation with another person with whom communication is prohibited, that second person is not in violation of the Limitations on Communication if he/she advises that the Limitations on Communication are in effect and terminates the conversation.

6.6 Allowable Communications

Unless specifically prohibited by the applicable solicitation process, communications are allowed with the designated point(s) of contact and communications in writing at any time with any Trust employee, official or member of the Trust. The author of the written communication must file a copy of the written communication with the ECT Board Liaison or copy electronic communications to the ECT information email address at info@escambiachildrenstrust.org. All inquiries and responses will be summarized and posted on the ECT solicitation page on its website to ensure that all prospective bidders and proposers have equal access to all information provided.

- a. Communications between any person and the ECT staff responsible for administering the procurement process for such competitive solicitation, provided such communication is limited to matters of process or procedure already contained in the corresponding solicitation document.
- b. Communications between ECT staff and a member of the Grants Committee provided such communication is limited to matters of process and procedure already contained in the corresponding solicitation document.
- c. Duly noticed site visits.
- d. Oral communications at pre-bid conferences and/or solicitation workshops.
- e. Oral communications requested by Grants Committee members.
- f. Contract negotiations.
- g. Public presentations made to the ECT Board.
- h. Emergency procurement of goods or services.

6.7 Consequences

Violation of the Limitations on Communication could result in one or more of the following:

- a. Investigation by Commission on Ethics. Anyone who violates the Limitations on Communication could be investigated by the Commission on Ethics and Public Trust and be subject to an admonition or public reprimand and a fine of \$250 for one violation and \$500 for each subsequent violation.
- b. Disciplinary Action for Staff. Staff can be disciplined up to and including dismissal.
- c. Prohibition from serving on future review committees.
- d. Prohibition of lobbying by lobbyist
- e. Voiding of award or contract to bidder or proposer.
- f. Debarring the bidder or proposer from entering future contracts with the Trust.

6.8 Duty to report

Any person who has personal knowledge of a violation of the Limitations on Communication must file a complaint with the Commission on Ethics.

- **Bylaws – Elections and Committees:** After thorough discussion, the following updates are recommended:
 - Section 1 (A) Add for Chair to sign all minutes of prior meetings upon approval by the Board
 - Section 1 (B) Remove “Chair-Elect”
 - Section 1 (C) Remove “Secretary” here and in all other locations where Secretary-Treasurer is printed.
 - Section 1 (C) Add “Be the primary check signer of the Board in the absence of the Chair; signature is subject to countersignature by another member of the Board or the Executive Director.

- **Scholarship Funding:** The Committee would like more time to review this item. Tabled for future meeting

Meeting adjourned at 2:28pm