

Escambia Children's Trust Policy Committee Meeting

December 5, 2022, at 12:00 PM

Location: Tryon Branch Library
Open to public at 1200 Langley Avenue
Pensacola, FL 32504

M I N U T E S

Meeting Title:	Escambia Children's Trust Policy Committee Meeting		
Date:	December 5, 2022	Time:	12:00 PM
Location:	1200 Langley Avenue, Pensacola, FL 32504		
Chair	Ms. Patty Hightower	Scribe:	Alma Ellis
Participants Present:	<p>Committee Members: Ms. Patty Hightower, Ms. Tori Woods, Dr. Rex Northup, Ms. Stephanie White</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; Tammy Abrams, Director of Finance and Operations, Rick Stone, Programs and Research Coordinator</p>		
Not Present:	Pastor Lonnie Wesley, Mr. David Peaden		

- **Call to Order**

A. Meeting called to order at 12:10pm

- **Agenda Approved**

- **Minutes** from November 2, 2022 meeting approved.

- **Public Comments Regarding Agenda**

No public comments regarding Agenda Items.

- **Policy Discussion**

- A. **Scholarship Funding**

The Committee reviewed Section 2.5 Non-Competitive Funding to Community Organizations, specifically Section D: Scholarships. The following recommendations were made:

- Section #1: Add "throughout Escambia County" to the end of the second sentence
- Section #3: Change "at least one other designee" to "the Executive Committee"
- Section #4: Add "full or partial" to first sentence. Add "with explanation for denial" to first sentence.

The Committee was in agreement with the above changes and recommends the amended policy go before the Board for approval.

B. Emergency Funding

The Committee discussed various examples where emergency funding may be needed.

Several edits to this policy were discussed.

The Committee agreed it is in favor of the Emergency Funding Policy and has referred it back to Executive Director and attorney for revisions.

C. Sole Source Definition

The Committee agreed the definition on “Sole Source” is clear and sufficient in the policy.

No action taken.

D. Limitations on Communications

The Committee asked Counsel if statutorily we must have Limitations on Communications. Counsel responded “There is nothing in Statute that requires a black out period or a Cone of Silence or Limitations on Communications for Special Districts awarding grants of this nature, no.” Counsel followed up stating it is common, standard, and best management practice of all government agencies to use a Cone of Silence in procurement, purchasing and grant awarding.

Ms. Hightower suggested we add the following language to better explain why Limitation on Communications are placed:

In order to ensure a fair and equitable procurement process, and to protect the integrity of the process and by shielding it from undue influences prior to issuing a recommendation, limitations are imposed...

Ms. Hightower also suggested adding wording to include “Staff can still communicate up until the deadline for submissions”. Ms. Greer voiced major concerns that answering questions up until the day submissions are due would not allow staff time to record the question and answer and post it on the website. Ms. Greer asked for clarification on whether individuals should be allowed to call in and ask questions versus doing everything in writing. Ms. Krupa mentioned the option of contracting with a third party who would provide technical assistance.

Ms. Hightower asked the Committee if all were in agreement that the Trust does need Limitations on Communications. All agreed that it is needed.

Ms. Hightower asked if the time limit should be the same for Board members and staff.

Dr. Northup suggested in the interest of time and due to the significant changes necessary, the Limitations and Communications policy be sent back to the Program Director for wordsmithing. All were in agreement.

E. Vetting Members for Standing Committees

The Committee briefly discussed how standing committees from the public should be vetted.

Ms. Hightower suggested reaching out to people who previously applied to be part of the Trust. This would ensure they have an interest in being involved. She also suggested Board members reaching out to individuals in the community with specific backgrounds (i.e. CPA for the Finance Committee).

This item was for discussion only. No actions or recommendations at this time.

F. Bi-Monthly Board Meetings

No discussion, no recommendation. The Committee feels this topic should be discussed at the upcoming Board meeting.

G. Bi-Monthly Committee Meetings

No discussion, no recommendation. The Committee feels this topic should be discussed at the upcoming Board meeting.

H. Comments Regarding Non-Agenda Items

Ms. Hightower suggests that “Date Created” and “Revision Date” be added to all documents when they are created or revised.

There being no further business and all in agreement, this meeting was adjourned at 1:25pm.