

# Escambia Children’s Trust Board of Directors Meeting

## July 11, 2023, at 5:30 PM

Open to the public at the Board of County Commissioners Chambers  
Ernie Lee Magaha Bldg., 221 Palafox Place, Pensacola, FL 32502

### MINUTES

<b>Meeting Title:</b>	Escambia Children’s Trust Board of Directors Meeting		
<b>Date:</b>	July 11, 2023	<b>Time:</b>	5:30 PM
<b>Location:</b>	221 Palafox Place, Pensacola, FL 32502		
<b>Chair:</b>	Tori Woods	<b>Scribe:</b>	Alma Ellis
<b>Participants:</b>	<p><b>Board Members:</b> Tori Woods, Keith Leonard, Patty Hightower, Walter Sachs; David Peaden, Stephanie White, Dr. Rex Northup, Commissioner Lumon May</p> <p><b>Staff/advisors:</b> Tammy Greer, Executive Director; Tammy Abrams, Director of Finance and Operations; Alma Ellis, Board Liaison/Administrative Specialist, Dr. Kimberly Krupa, Director of Programs and Performance, Richard Stone, Program and Research Coordinator, Meredith Bush, Esq., Legal Counsel</p>		
<b>Not Present:</b>	Pastor Lonnie Wesley, Judge Harris		

- **Call To Order 5:30 PM**
- **Approval of Agenda**
  - Commissioner May motioned to approve the Agenda; Ms. Hightower seconded, all in favor, Agenda approved.
- **Approval of Minutes**
  - Motion made by Mr. Sachs to approve the Minutes of the June 13, 2023, regular Board Meeting; Dr. Northup seconded. All in favor. Minutes approved.
- **Treasurer’s Report**
  - Mr. Peaden provided the Treasurer’s Report for month ending May 31, 2023. With no objections, the financial statement will be filed for audit.
  - OST Provider Budget Amendments were reviewed. Dr. Northup moved to approve, Ms. White seconded. All in favor. OST Provider Budget Amendments approved.
  - Dr. Northup motioned to approve Ratification of Amended Resolution 2023-11. Mr. Sachs seconded. All in favor. Ratification of Amended Resolution 2023-11 approved.
- **Executive Director’s Report**
  - Ms. Greer provided the Executive Director’s Report. (Full report on ECT website video)
- **Public Comment Regarding Action Items – None**

- **Business**

- Operations

Ms. Hightower, on behalf of the Policy and Bylaws Committee, presented the following recommendations for approval:

- a) Resolution 2023-12 to amend the Trust Policy Manual, removing the Cone of Silence and creating a Limitations on Communications Policy.

Mr. Sachs offered an amendment under 6.2, Scope. On page 4, lines 27 and 28 Mr. Sachs suggested adding “and” prior to contract award and removing “and post-award activities.” Ms. Hightower seconded, all in favor, amendment passed. With no further discussion on the resolution and all in favor, recommendation approved with amendment.

- b) Resolution 2023-13 Funding the Purchase of Motor Vehicles

Mr. Sachs noted several areas of concern and recommended the policy go back to the Committee for further review. Ms. Hightower seconded, all in favor, policy returned to Committee for further review.

- c) Resolution 2023-14 authorizing the Executive Director to amend Escambia Children’s Trust Policy Manual, Part Three, Fiscal Operations.

Mr. Sachs offered an amendment to change any reference to Quickbooks or MIP and to instead use the words “approved accounting software”. Ms. Hightower seconded, all in favor, recommendation passed with amendment.

- d) Resolution 2023-15 authorizing the Executive Director to amend Escambia Children’s Trust Bylaws, Article II, Meetings creating Section 6, Virtual Committee Meetings.

Mr. Peaden moved to change any reference to “Zoom” to “virtual platform”. With no further discussion and all in favor, Resolution 2023-15 approved as amended.

- 1. Purchasing Card Authorization (Patty Hightower)

**Recommendation:** The Policy and Bylaws Committee recommends the Board approve Resolution 2023-16 authorizing an increase to the limit of the purchasing card and issuance of second card; providing for an effective date.

Mr. Sachs moved to amend the title of the resolution to reflect the actual resolution which includes the issuance of a second card. Dr. Northup seconded, all in favor, amendment passed.

With no further questions or discussion and all in favor, Resolution 2023-16 passed with amendment.

2. Grant Accountant Position (Tammy Greer)

**Recommendation:** Staff recommends the Board approve the job description for the Grant Accountant position as presented and in accordance with the approved Staffing Plan.

Dr. Northup moved to approve Grant Accountant position, Mr. Sachs seconded, all in favor, Grant Accountant job position approved.

B. Programs

1. Grant Committee Members (Kimberly Krupa)

**Recommendation:** Staff recommends the Board approve the following local subject matter experts to participate on the Children’s Mental Health RFP Review Committee: Ms. Carmen Powe, Ms. Lynsey Listau, Ms. Naisy Dolar, Ms. Cathleen Menda.

Mr. Peaden motioned to accept, Dr. Northup seconded, all in favor, recommendation passed.

II. Legal Report (Meredith Bush, Esq.)

III. Public Comments\* Regarding Non-Action Items

IV. Board Comments

V. Adjournment 6:07pm

Tori Woods, Chair (*Signature*)

Date: 7/11/23