

# Program Committee Meeting

Open to the Public

Tuesday, May 20, 2025 @ 1:00 pm

1000 College Blvd., Bldg. 26, 2<sup>nd</sup> floor

Pensacola, FL 32504



## Agenda

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- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
  - April 29, 2025, Program Committee Meeting
- IV. Public Comment\*
- V. Discussion Items
  - Help Me Grow Year 3 Contract Renewal
  - CHS Navigator Year 2 Contract Renewal
  - TIF Update
- VI. Public Comment\*
- VII. Adjournment

David Williams, Chair	
Stephanie White	
Dr. Northup	
Tori Woods	
Commissioner May	

\* The Escambia Children's Trust welcomes comments from the public. Those who wish to address the Committee may do so at this time. Those addressing the Committee should complete a Public Comment Form prior to speaking and should state their full name and affiliation for the official record. In the interest of time, we ask that one person be designated to speak on behalf of a constituency and that all comments are limited to three (3) minutes. Thank you.

# Program Committee Meeting MINUTES

Tuesday, March 25, 2025 @ 1:30 pm  
*Open to the Public*  
1000 College Blvd., Bldg. 26, 2<sup>nd</sup> floor  
Pensacola, FL 32504



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David Williams, Chair	✓
Dr. Northup	✓
Stephanie White	✓
Tori Woods	✓
Commissioner May	

## I. Call to Order

*Meeting called to order at 1:06 pm with four members present.*

## II. Approval of Agenda

*Staff requested to amend the agenda to include Early Learning Coalition. Ms. White motioned to approve the amended agenda, Dr. Northup seconded, all in favor, amended agenda approved.*

## III. Approval of Minutes

- **March 25, 2025 Program Committee Meeting**

*Ms. White motioned to approve minutes, Ms. Woods seconded, all in favor, minutes approved.*

## IV. Public Comment\*

*None*

## V. Discussion Items

- **Help Me Grow YR3 Contract Renewal**

*Ms. Cannon shared information for the Year 3 contract renewal of ARC Help Me Grow. With updates to the data and budget still outstanding, this item was tabled and will be brought back to the next Program Committee meeting.*



- **CHS Navigator YR3 Contract Renewal**

*Ms. Cannon shared information for the Year 3 contract renewal of the CHS Navigator program. With updates to the data and budget still outstanding, this item was tabled and will be brought back to the next Program Committee meeting.*

- **Early Learning Coalition**

*Ms. Cannon presented the committee with the 2025-2026 Donor Commitment letter received from Early Learning Coalition. There was discussion about data collection. Ms. Cannon will reach out to other CSCs to see what they are collecting and report this information to the Board on May 13; at which time she will ask for direction on signing the document.*

**VI. Public Comment**

*None*

**VII. Adjournment**

*With no further business the meeting adjourned at 1:38pm.*



2025 - 2026 ECT Help Me Grow Subcontractor Budget

United Way of West Florida 2-1-1	Year 1	Year 2	Year 3
HMG Referrals and Warm Transfer Calls	\$24,000	\$24,000	\$24,000

2,000 per month

**Children's Home Society of Florida**  
**Region- Western**  
**Program: Healthy Families/HMG Clinical Counselor**

**PROPOSED BUDGET**

**REVENUE :**

Contributions	\$	-
Grant: Help Me Grow/ARC Gateway	\$	94,176
<b>Grand Total Revenue</b>	<b>\$</b>	<b>94,176</b>

**EXPENSES :**

Salaries & Wages	\$	55,500
Payroll Taxes	\$	5,363
Employee Benefits	\$	11,182

Subtotal All Staff Expense	\$	72,045
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Professional Fees	\$	347
Insurance	\$	1,150
Supplies	\$	300
Communications	\$	1,134
Postage & Shipping	\$	50
Occupancy	\$	-
Equipment Rental and Maintenance	\$	362
Printing and Publication	\$	366
Travel	\$	3,635
Conference/Training	\$	920
Assistance To Clients	\$	179
Memberships	\$	-
Other Program Supplies	\$	1,404
Depreciation/ Amortization	\$	-

Subtotal All Non-Staff Expense	\$	9,847
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<b>Total Operating Expenses</b>	<b>\$</b>	<b>81,892</b>
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Indirect Cost Allocation	\$	12,284
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<b>Grand Total Expenses</b>	<b>\$</b>	<b>94,176</b>
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<b>Net Gain (Loss)</b>	<b>\$</b>	<b>0</b>
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**Pensacola Pediatrics /Pediatric Consulting**

<b>Autism Diagnostic Clinic</b>	<b>Year 3</b>	<b>Explanation</b>
Pensacola Pediatrics	\$19,200.00	48 evals x 2 hours x\$200
Pediatric Consulting LLC	\$47,300.00	112 evals x 2 hours x \$200; liability ins \$2500

**\$66,500.00**

**Parent University**

Position: Program Director	\$ 30,000.00	\$ 18,000.00	\$ 1,500.00	\$25 x 8events x 5 hours= 1500: Agency has not been able to meet plan in first two years.This year is specific to Parent Café partnership
Fringe	\$ 6,000.00	\$ 3,600.00	\$ -	50% the first year, 30% the second year
Taxes	\$ 2,295.00	\$ 1,377.00	\$ -	50% the first year, 30% the second year
Mileage	\$ -	\$ -	\$ -	
Parent Events: Childcare	\$ 6,000.00	\$ 5,760.00	\$ 6,400.00	8 providers x 5 hours X \$20= \$800 x 8 events= <b>\$6,400</b>
Parent Events: Food	\$ 4,000.00	\$ 3,900.00	\$ 2,000.00	Food for Parent Café's \$250 x 8 = <b>\$2000</b>
Parent Events: Incentives	\$ 7,500.00	\$ 7,200.00	\$ 900.00	\$25 x 6events x 6 people= <b>\$900</b>
Indirect Costs Allowance	\$ 8,369.25	\$ 1,620.00	\$ -	
	\$ 64,164.25	\$ 41,457.00	\$ 10,800.00	



## **FY 2024-2025 Monthly Summary Report**

The purpose of the Help Me Grow® Florida (HMGF) Monthly Summary Report is to facilitate accurate and thorough reporting of HMGF Affiliate activities and accomplishments for each reporting period. Affiliates should follow the template guidelines provided below when completing the Monthly Summary Report.

- Do not report on previous reporting periods, unless it is relevant to this reporting period’s activities.
- Write narrative in third person tense. “2-1-1 Big Bend held their first BBB event in July” • Submit this report with the monthly deliverable to [HMGFreports@thechildrensforum.com](mailto:HMGFreports@thechildrensforum.com).

**AFFILIATE NAME:** HMG Escambia

**MONTH:** April, 2025

### **1.0 SUCCESS STORY**

**Share one success story describing a family helped by HMGF during the reporting period.**

STAR Case ID# 41999

We participated in a large event with more than 10,000 residents in attendance called the Levin Way Festival. This festival is in honor of a deceased Pensacola attorney who had a reputation for his philanthropy. His family organizes this festival in his memory. The vendors are required to bring 2500 essential items and 1500 non-essential items to distribute to families who come to the resource table. We distributed bibs, bottles, infant/toddler socks, baby beanies, crowns, beach balls, hand sanitizer, developmental wheels, growth charts, rack cards, etc

Additionally we had play stations set up as you would for a BBB event, but the crowd was too large to actually conduct screenings on site. Instead we took information from those who were interested in a follow up call to complete a screening. We had 116 individuals and two childcare centers sign up. In follow up the response has not been as productive as we had hoped, but we still were able to make a referral to Early Steps who qualified and also one that did not qualify for Early Steps, but will receive Developmental Intervention services through Help Me Grow Escambia.

### **2.0 AFFILIATE HIGHLIGHTS**

**List three highlights of your site’s performance during this reporting period.**

Our free Autism Diagnostic Clinic, funded as part of our HMG Escambia initiatives, has completed 65 evaluations thus far this fiscal year with 70% of the children being confirmed to be on the spectrum. We have a waitlist of 150 children to evaluate.

We have referred 30 children to Early Steps this year with 26 connected and 1 pending and we have referred 34 children to Child Find with 20 connected and 7 pending. Our Care Coordinator for Developmental Intervention Services has established a regular meeting schedule with the CF Specialist to follow up on the status of referrals.

We have opened 5 children through Early Childhood Court kids w/ 12 referrals made. The referrals includes ADOS and FASD clinics with Pearl Nelson Center so they do not show as connected because of the waiting list for the evaluations. Once they get the evaluation, we can update their status. We have screened an additional 5 that did not need services. They were opened as screeners and we will follow up to complete the next screening interval.

### **3.0 CENTRALIZED ACCESS POINT (CAP)**

Expected Outcome: Increase in the number of families assisted with early childhood questions, receiving basic child developmental screening, and receiving care coordination services, as evidenced by the number of calls received, number of child developmental screenings completed, and the number of families effectively connected to services.

#### **3.1 Which activities related to your site's CAP were accomplished during this reporting period. *Select all that apply.***

- 2-1-1 call specialists were trained on HMGF and/or HMGF referral processes
- HMGF referral processes between partners and HMGF were established/updated/revised

What updates/revisions were made:

- HMGF website email contact updated
- Resource directory was updated
- Translation services were provided
- No activities were accomplished

Other/Additional activities:

We continue to receive a live-shared spreadsheet of families who call 2-1-1 and express an interest in contact by the Care Coordinator. Once our building renovations are completed, the access to receive warm call transfers will resume.

**3.2 Describe any significant barriers, challenges, or gaps related to your site’s CAP that were experienced during this reporting period, if applicable.**

While the new Family & Community Outreach Specialist is completing training, the frequency of outreach events has not been as robust, but many activities are scheduled in the coming months.

**4.0 CHILD HEALTH CARE PROVIDER OUTREACH (CHCPO)**

Expected Outcome: Increase the medical community’s practice of conducting child development screening and use of HMGF services as evidenced by the number of physicians and other child health care providers receiving information about HMGF, referring families to HMGF, and conducting child developmental screening.

**4.1 Which activities related to your site’s CHCPO were accomplished during this reporting period. *Select all that apply.***

- HMGF Education sessions/meetings/presentations
- Office visit
- Material distribution
- New healthcare provider partnership developed
- New referral process developed from healthcare provider to HMGF
- New initiative planned with healthcare provider
- Developed new follow-up process/feedback system with healthcare provider
- No CHCPO activities were conducted this reporting period
- Other:

**4.2 Describe any significant barriers, challenges, or gaps related to CHCPO that were experienced during this reporting period. *Select all that apply.***

- Healthcare providers were not accepting outside visitors
- Healthcare providers were not interested in receiving HMGF information or materials
- Healthcare providers were not interested in developing a referral process
- Healthcare providers did not return phone calls or emails
- Provider office staff did not relay HMGF information to physicians/nurses
- HMGF staff turnover/no HMGF outreach staff or outreach position
- No barriers, challenges, or gaps related to CHCPO were experienced

**4.3 What efforts to recruit, engage, and maintain a Physician Champion were accomplished during this reporting period? *Select all that apply.***

- A new Physician Champion was recruited:
  - Physician name + post nominal letters:
  - Name of office/practice:
  - Website URL:
  - Letter of acknowledgement acquired (section 2.3.2)?  Yes  No
- Physician/s were invited to become Physician Champion/s, but declined
- A new potential Physician Champion was found
- Current Physician Champion/s were contacted to check-in
- Current physician champion advocated for HMGF
- A new initiative was discussed, conducted, or developed
- No efforts to recruit and engage a Physician Champion were accomplished
- No contact with our current Physician Champion this reporting period
- Other/Additional comments:

**4.4 What activities did your Physician Champion accomplish during the reporting period? *Select all that apply.***

- Presented at local American Academy of Pediatrics (AAP) chapter meeting
- Presented or participated in an HMGF Leadership/Advisory team meeting
- Made referrals from practice to HMGF
- Requested more HMGF materials
- Requested HMGF educational session/training

**5.0 FAMILY AND COMMUNITY OUTREACH**

Expected Outcome: Increase the number of families and members of the community that are provided information about child screening and HMG, as evidenced by the number of individuals reach through family and community outreach activities.

**5.1 Write a brief narrative that summarizes and analyzes the activities that were accomplished during the reporting period toward meeting this expected outcome. *Select all that apply.***

- In-person “Books, Balls, and Blocks” event held
- Virtual “Books, Balls, and Blocks” event held
- “Stories & Screenings” event held
- Attended a community fair, expo, event, etc.
- Visited a local childcare center, library, etc.
- Material distribution to families and caregivers
- Media/Marketing activities (newspaper/magazine ad/article, radio, website information. etc.)
- Social media ad campaign or boosted post (paid posts)
- Other/Additional comments:

Participated in two large events with numerous parents signing up to be contacted in follow up.

Held a Parent Café Session in partnership with Parent University. We have scheduled a series of Parent Café sessions for the summer at one of our elementary schools in a high poverty community.

A new workgroup resulted from a training we sponsored. The training was Equity in Action: Moving Forward Together with a focus on our we can better connect with families in impoverished communities. The training targeted members of our Kindergarten Readiness Collective Action Network and as a result three workgroups were formed with one of them being CPR: Child and Parent Resources with a focus to promote early identification.

**5.2 Describe any significant barriers, challenges, or gaps related to implementation of this HMGF component that were experienced during the reporting period. *Select all that apply.***

- No community events were held this reporting period
- Difficulty maintaining relationships with community partners (local libraries, childcare centers, etc.)
- HMGF staff turnover/position vacancy
- Lack of HMGF outreach materials in inventory
- Other/Additional comments:

**5.3 Write a brief narrative that describes and summarizes the efforts to plan and conduct at least two in-person Books, Balls, and Blocks community screening events. *Select all that apply.***

- Currently in the planning stages
- Partners were established for BBB event
- Secured date/location for in-person BBB event
- In-person BBB event was held this reporting period
- Virtual BBB event was held this reporting period
- Not currently planning any BBB events
- Other/Additional activities:

**5.4 Provide an assessment of how the community system is working in the service area, including, but not limited to, any new partners that have been engaged during the reporting period, progress made with existing partners, or potential future partnerships. *Select all that apply.***

- Attended workshop/committee meeting/seminar/training
  - Follow-up with potential agency partnership
  - Developed new referral process with community service agency
  - Developed new follow-up process with community service agency
  - Distributed materials to community agencies
  - New community agency partnership established
  - Agency/organization: Build a Brain
    - What does partnership entail?
  - Other:
- 

**6.0 DATA COLLECTION AND ANALYSIS**

Expected Outcome: Increase the number of families and members of the community that are provided information about child screening and HMG, as evidenced by the number of individuals reach through family and community outreach activities.

**6.1 Since the previous reporting period....**

- Number of children served:  increased  decreased  stayed the same
- Number of screenings completed:  increased  decreased  stayed the same
- Number of referrals provided to families:  increased  decreased  stayed the same

**6.2 What may have contributed to the change in numbers, or lack thereof?**

We have a strong relationship with our local childcare center on a naval base and they allowed us to host a BBB at pick up time for their infant and toddler classrooms and we completed 10 screenings at the event. We also had one of the Pearl Nelson Center Occupational Therapists join us and she screened 5 children who were identified as in need of OT services. She will be providing OT services onsite at the CDC in the coming months.

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**7.0 LEADERSHIP TEAM**

Expected Outcome: Improve community resources and resource systems for the health and development of children ages birth through eight (8), as evidenced by the HMGF Leadership Team’s identification and Affiliate’s implementation of improvements.

**7.1 Describe activities that were accomplished during the reporting period to engage the HMG Leadership Team. *Select all that apply.***

- No Leadership Team meetings were held this reporting period
- Leadership Team meeting was held. Outcomes/topics of discussion include:

<b>Organization Name:</b>	<b>Children's Home Society of Florida</b>		
<b>Project Name:</b>	<b>CHS Social Service Navigator Program</b>		
<b>Project Budget Period: MM/DD/YY to MM/DD/YY</b>	<b>7/1/2025-6/30/2026</b>		
<b>Complete this form using MS Excel.</b>			
<ul style="list-style-type: none"> <li>• Submit the proposed project budget using this form <b>ONLY</b> along with your proposal narrative.</li> <li>• Include all revenue and expenses for the proposed project. Net income should equal zero (\$0).</li> <li>• If necessary, add line items to reflect all anticipated revenue and expenses.</li> </ul>			
	<b>Year 2 Original request</b>	<b>Year 2 New request</b>	<b>Change</b>
<b>Revenue</b>			
ECT Request	\$ 1,305,436.00	\$ 1,305,436.00	\$ -
			\$ -
<b>Total Revenue</b>	<b>\$ 1,305,436.00</b>	<b>\$ 1,305,436.00</b>	<b>\$ -</b>
<b>Expenses</b>			
Personnel (Salary and Wages)	\$ 804,827.00	\$ 812,169.40	\$ 7,342
Benefits (Insurance, Retirement, Taxes, etc.)	\$ 247,075.00	\$ 241,295.53	\$ (5,779)
Legal Services			\$ -
Accounting & Auditing	\$ 3,304.00	\$ 3,116.00	\$ (188)
IT Services			\$ -
Other Professional Services/Contract labor	\$ 26,070.00	\$ 21,212.00	\$ (4,858)
Lease/Space Rental	\$ 5,876.00	\$ 4,710.00	\$ (1,166)
Utilities (elctricity, water, etc.)			\$ -
Telephone	\$ 11,628.00	\$ 15,114.00	\$ 3,486
Internet	\$ 3,090.00	\$ 7,161.00	\$ 4,071
Directors & Officers Insurance			\$ -
Liability Insurance	\$ 27,860.00	\$ 25,801.00	\$ (2,059)
Property Insurance		\$ 60.00	\$ 60
Staff Travel (Local, Out-of-County, etc.)	\$ 9,205.00	\$ 2,400.00	\$ (6,805)
Freight and Postage	\$ 129.00	\$ 129.00	\$ -
Printing & Binding			\$ -
Advertising and Marketing			\$ -
Subscriptions or Membership fees			\$ -
Software or Apps	\$ 1,211.00	\$ 785.00	\$ (426)
Professional Development	\$ 9,169.00	\$ 17,190.00	\$ 8,021
Equipment (Items > \$5,000 each)		\$ -	\$ -
Office Supplies (Items < \$5,000)	\$ 2,008.00	\$ 1,290.00	\$ (718)
Fingerprinting and Background checks	\$ 1,545.00	\$ 564.00	\$ (981)
Food and Snacks			\$ -
Client/Participant Transportation			\$ -
Sub-grants to Partner Organizations			\$ -
Participant incentives			\$ -
Building Maintenance			\$ -
Volunteer Training			\$ -
Program Supplies			\$ -
Vehicle Purchase			\$ -
Field Trips			\$ -
Direct Client Assistance			\$ -
Match Payments			\$ -
			\$ -
<b>Total Direct Expenses</b>	<b>\$ 1,152,997</b>	<b>\$ 1,152,997</b>	<b>\$ (0)</b>
<b>Indirect expenses (state % used)</b>	<b>\$ 152,439</b>	<b>\$ 152,439</b>	<b>\$ (0)</b>
<b>Total Expenses</b>	<b>\$ 1,305,436</b>	<b>\$ 1,305,436</b>	<b>\$ (0)</b>
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>

## INTERLOCAL AGREEMENT

### BETWEEN ESCAMBIA CHILDREN'S TRUST AND ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS FOR FUNDING THE SUMMER YOUTH EMPLOYMENT PROGRAM

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, 2025, by and between:

1. **ESCAMBIA CHILDREN'S TRUST**, an independent special district of Escambia County, Florida, created pursuant to Section 125.901, Florida Statutes, hereinafter referred to as the "**Trust**"; and
2. **ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**, the governing body of Escambia County, Florida, hereinafter referred to as the "**County**".

**WHEREAS**, the Trust was established to provide dedicated funding for children's services within Escambia County; and

**WHEREAS**, pursuant to Section 163.387, Florida Statutes, the Trust is currently required to contribute tax increment revenues (TIF) to the County's Community Redevelopment Agencies (CRAs); and

**WHEREAS**, the Trust's statutory mandate is to fund programs and services that directly benefit children, and the use of its tax increment revenues for CRA infrastructure projects does not align with its mission; and

**WHEREAS**, the County administers a **Summer Youth Employment Program** that provides valuable workforce development opportunities for young people, directly benefiting the community's youth; and

**WHEREAS**, both parties recognize that funding the Summer Youth Employment Program serves the public interest by enhancing employment opportunities and skill development for young residents of Escambia County; and

**WHEREAS**, pursuant to Section 163.387, Florida Statutes, the County may exempt the Trust from contribution of TIF funds to the CRAs and enter into an interlocal agreement directing use of the funds for children's services; and

**WHEREAS**, the County and the Trust desire to enter into this Agreement to ensure that funds are utilized in a manner consistent with the Trust's purpose while relieving the Trust of the obligation to contribute TIF funds to the CRAs.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

## 1. PURPOSE

This Agreement establishes a cooperative funding arrangement whereby the Trust will fund the County's **Summer Youth Employment Program** in lieu of making TIF contributions to the CRAs, ensuring that these funds directly support services benefiting children and youth in Escambia County.

## 2. TRUST FUNDING COMMITMENT

- a. For the 2024 tax year, the Trust shall allocate and disburse funds in an amount equivalent to the TIF contribution it would have otherwise been required to pay to the County's CRAs.
- b. The Trust's funds shall be directed exclusively to the County's **Summer Youth Employment Program** or another County-administered program that directly benefits children, as mutually agreed upon by both parties.
- c. The funds shall not be used for administrative overhead unrelated to program delivery, infrastructure, or any purpose inconsistent with the Trust's mission.

## 3. COUNTY OBLIGATIONS

- a. The County shall administer the **Summer Youth Employment Program**, ensuring that funds are used solely for providing employment opportunities and skill development for youth.
- b. The County shall provide the Trust with quarterly reports detailing program expenditures, participant data, and outcomes.
- c. The County shall collaborate with the Trust to ensure alignment with the Trust's mission and objectives.

## 4. TERM AND TERMINATION

- a. This Agreement shall be effective upon execution and remain in force for the 2025 tax year.
- b. The Agreement may be renewed, amended, or terminated by mutual written consent of both parties.
- c. In the event of a material breach, either party may terminate the Agreement upon thirty (30) days' written notice.

## 5. GENERAL PROVISIONS

- a. **Compliance with Laws** – Both parties shall comply with all applicable federal, state, and local laws in the implementation of this Agreement.
- b. **No Third-Party Beneficiaries** – This Agreement is solely between the Trust and the County and does not create any rights or benefits for third parties.
- c. **Entire Agreement** – This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements related to the subject matter herein.
- d. **Governing Law** – This Agreement shall be governed by the laws of the State of Florida.
- e. **Severability** – If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

f. **Notices** – All notices, including changes in the following addresses, required to be given pursuant to this Agreement shall be given by mail, certified or registered, and return receipt requested, or by personal delivery, evidenced by a receipt signed by the recipient of such personal delivery, and shall be effective when deposited in the mail.

If to the Trust, address to the Executive Director of the ESCAMBIA CHILDREN’S TRUST, 1000 College Blvd., building 26, Second Floor, Pensacola, Florida, 32504.

If to the County, address to the Director of Neighborhood and Human Services, Escambia County, 221 Palafox Place, Pensacola, Florida 32502.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first written above.

\_\_\_\_\_  
Lindsey Cannon, Executive Director  
Escambia Children’s Trust

\_\_\_\_\_  
Wes Moreno, County Administrator  
Board of County Commissioners,  
Escambia County, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Rex Northrup, M.D., ECT Chair

\_\_\_\_\_  
Mike Kohler, Chair, Board of County  
Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved for legal sufficiency:

Attest:

\_\_\_\_\_  
ECT Attorney

\_\_\_\_\_  
Clerk

Date: \_\_\_\_\_

Approved for legal sufficiency:

\_\_\_\_\_  
County Attorney

\_\_\_\_\_, Neighborhood  
and Human Services Director  
Date: \_\_\_\_\_