

Board of County Commissioners Agenda Request

Date of Meeting: June 19, 2018

Date Submitted: June 6, 2018

To: Honorable Chairperson and Members of the Board

From: Dee Jackson, Interim County Administrator

Subject: Appointment to the Circuit 2 Alliance Community Action Team (Franklin, Gadsden, Jefferson, Leon, Liberty and Wakulla)

Background:

The mission of the Department of Children and Families is to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency.

Additionally, Florida Statute 20.19(4)(a) requires the implementation of a Community Alliance:

“The department shall, in consultation with local communities, establish a community alliance or similar group of the stakeholders, community leaders, client representatives and funders of human services in each county to provide a focal point for community participation and governance of community-based services. An alliance may cover more than one county when such arrangement is determined to provide for more effective representation. The community alliance shall represent the diversity of the community.”

Statement of Issue:

Per the bylaws, initial membership shall consist of one representative from each of the following, (as required by Florida Statute 20.19):

- a. A representative from the Department of Children and Families
- b. A representative from county government (All counties)
- c. A representative from the school district (All counties)
- d. A representative from the United Way
- e. A representative from the county Sheriff's Office (All counties)
- f. A representative from the Circuit Court
- g. A representative from the CBC
- h. A representative from the ME
- i. A representative consumer

The Circuit 2 Alliance Community Action Team meets quarterly at the Leon County Human Services, 1004 W. Tharpe Street, Tallahassee, Florida from 10:00 a.m. – 11:30 a.m.

Commissioner Hinson has served in this capacity in the past.

Fiscal Impact:

None

Options:

1. Appoint a representative to serve on the Circuit 2 Alliance Community Action Team.
2. Do not appoint a representative.
3. Board direction.

Interim County Administrator's Recommendation:

Option 3

Attachment(s):

1. Bylaws
2. Copy of FS 20.19

Circuit 2 Alliance
Community Action Team
Franklin, Gadsden, Jefferson, Leon, Liberty and Wakulla
BY-LAWS

Florida Statute 20.19(1)(a) defines the Department of Children and Families' Mission and Purpose as the following:

The mission of the Department of Children and Families is to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency.

Additionally, Florida Statute 20.19(4)(a) requires the implementation of a Community Alliance:

The department shall, in consultation with local communities, establish a community alliance or similar group of the stakeholders, community leaders, client representatives and funders of human services in each county to provide a focal point for community participation and governance of community-based services. An alliance may cover more than one county when such arrangement is determined to provide for more effective representation. The community alliance shall represent the diversity of the community.

The Circuit 2 Community Alliance, as required by statute, is defined below.

Article I

Name and Purpose

- A. Name: The name of this group shall be called The Circuit 2 Community Action Team, hereinafter called the CAT.
- B. Mission: The CAT is a forum through which services for children mandated and funded by state and federal government are planned, organized and coordinated. It serves as a conduit for information between and among providers, state agencies, consumers and the general public.

Article II

Membership

- A. Initial Membership shall consist of one representative from each of the following, as required by Florida Statute 20.19:
 - a. A representative from the Department of Children and Families.
 - b. A representative from county government. (all counties)
 - c. A representative from the school district. (all counties)
 - d. A representative from the United Way.
 - e. A representative from the county sheriff's office. (all counties)
 - f. A representative from the circuit court.

- g. A representative from the CBC.
 - h. A representative from the ME.
 - i. A representative consumer.
- B. Additional Membership shall consist of other individuals and organizations, who represent funding organizations, are community leaders, have knowledge of community based service issues, as authorized in Florida Statute 20.19, such as:
 - a. Behavioral health providers
 - b. Child welfare service providers
 - c. Early education programs
 - d. Early learning and child care programs
 - e. Faith based providers
 - f. Local task force members
 - g. Local civic organizations
 - h. Medical providers
 - i. Children's Advocacy Center
 - j. Organizations or programs with recognized expertise in working with children who are sexually, physically and/or emotionally abused
 - k. Youth
 - l. Families
 - m. Community stakeholders
 - n. Others as deemed appropriate

Additional members can be added at any meeting upon a finding of a quorum of members present that such additional members are necessary to adequately represent the diversity of the population within CAT service area. Prospective additional members must complete and sign the membership agreement prior to a vote on the prospective member's addition to the CAT.

- C. Voting privileges are limited to one vote for each organization or individual representative.

A member shall abstain from voting on any specific issue that may constitute a conflict of interest for the member. A conflict of interest is defined as any situation where the member or member agency benefits directly or indirectly from a vote that would involve funding that agency or program.

A member may designate a written proxy prior to a vote.

A current membership roster will be maintained by the CAT and will be available at each meeting and will be verified as to each member's eligibility to vote.

Members of the CAT shall serve without compensation. A member may be reimbursed for actual and necessary expenses incurred in the performance of their official duties, subject to prior Alliance and Department approval.

Article III

Officers

- A. The elected officers of the CAT shall be as follows:
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary/Treasurer
- B. The offices of the Chairman, Vice Chairman, and Secretary shall each be elected for a one year term in the month of October with an option for renewal for a second year term. The officers may serve a third year term with a recommendation and majority vote of the CAT members.
- C. The duties and responsibilities of the elected officers of the CAT are as follows:
 - a. Chairman: The Chairman shall preside at all meetings of the CAT; serve as the official liaison with the community; appoint Ad Hoc committees to ensure efficient and effective operations; serve as an ex-officio member of all committees.
 - b. Vice Chairman: The Vice-Chairperson shall, in the absence of the Chairperson, be vested with all the powers of the Chairperson; assume the office of the Chairperson if that office is vacated; carry out duties as delegated by the Chairperson.
 - c. Secretary/Treasurer: The Secretary/Treasurer shall keep a record of all meetings in the form of minutes and distribute to Alliance members; maintain and distribute an updated membership roster as needed; maintain a copy of all Alliance records; carry out duties as delegated by the Chairman.
- D. Any officer or agent elected or appointed by the CAT may be removed at any time by a vote of three-quarters of the CAT members whenever, in their judgment, the best interests of families would thereby be served. Removal as an officer does not constitute removal from the CAT.
- E. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the CAT membership for the un-expired portion of the term except for the office of Chairman which is filled by the Vice Chairman. Membership will decide those issues by a majority vote. Any officer may resign from their office at any time and such resignation shall become effective on date of the postmark on such written resignation, or upon acceptance by the CAT membership.

Article IV

The CAT Responsibilities

The overall responsibilities of The CAT are to:

- Provide education and information pertaining to all aspects of the social service spectrum.
- Serve as an ongoing conduit for communication between and among providers, state agencies, consumers and the general public.
- Develop a Regional Management Plan and revise and update it regularly. The Plan will describe the System of Care, evaluate its strengths and weaknesses, establish local needs and priorities, and propose modifications to the System as appropriate.
- Encourage members to provide feedback on all aspects of community services.

If necessary, the Board may develop a subcommittee to work on an issue which arises. The subcommittee will be responsible for reporting back to the Board.

Article V

Meetings

- A. The business of the CAT shall be conducted in an open manner and in a manner consistent with the philosophy and provisions of the state public records and open meeting laws.
- B. The CAT shall meet quarterly or as directed by the Chairman.
- C. The date and time of the CAT meetings shall be determined by Alliance members. Special meetings of the CAT may be called by the order of the Chairman or by any three (3) members giving the reason for the meeting in a written request to the CAT Secretary. Notification of specially called meetings of the CAT must be given at least five (5) business days prior to the meeting, unless time sensitive.
- D. Regular meeting sites, dates, and times will be established by the yearly calendar approved by the membership.
- E. A required notice of all meetings shall be sent to all members on the roster.
- F. A quorum shall consist of a majority of the total members in attendance who are in good standing. Good standing members are those who have a current signed membership agreement on file. Once a quorum has been established, Alliance business will be conducted in accordance with the latest accepted edition of Robert's Rules of Order. This standard shall be the parliamentary authority of The CAT and shall govern in all matters when not in conflict with these By Laws or any state or federal law.
- G. Absent a conflict of interest, all members in good standing who are present are eligible to vote on any issue brought before the CAT.

Select Year: 2018 ▼ Go

The 2018 Florida Statutes

Title IV EXECUTIVE BRANCH

Chapter 20 ORGANIZATIONAL STRUCTURE

[View Entire Chapter](#)

20.19 Department of Children and Families.—There is created a Department of Children and Families.

(1) **MISSION AND PURPOSE.**—

(a) The mission of the Department of Children and Families is to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency.

(b) The department shall develop a strategic plan for fulfilling its mission and establish a set of measurable goals, objectives, performance standards, and quality assurance requirements to ensure that the department is accountable to the people of Florida.

(c) To the extent allowed by law and within specific appropriations, the department shall deliver services by contract through private providers.

(2) **SECRETARY OF CHILDREN AND FAMILIES; DEPUTY SECRETARY.**—

(a) The head of the department is the Secretary of Children and Families. The secretary is appointed by the Governor, subject to confirmation by the Senate. The secretary serves at the pleasure of the Governor.

(b) The secretary shall appoint a deputy secretary who shall act in the absence of the secretary. The deputy secretary is directly responsible to the secretary, performs such duties as are assigned by the secretary, and serves at the pleasure of the secretary.

(3) **ASSISTANT SECRETARIES.**—

(a) *Child welfare.*—

1. The secretary shall appoint an Assistant Secretary for Child Welfare to lead the department in carrying out its duties and responsibilities for child protection and child welfare. The assistant secretary shall serve at the pleasure of the secretary.

2. The assistant secretary must have at least 7 years of experience working in organizations that deliver child protective or child welfare services.

(b) *Substance abuse and mental health.*—

1. The secretary shall appoint an Assistant Secretary for Substance Abuse and Mental Health. The assistant secretary shall serve at the pleasure of the secretary and must have expertise in both areas of responsibility.

2. The secretary shall appoint a Director for Substance Abuse and Mental Health who has the requisite expertise and experience to head the state's Substance Abuse and Mental Health Program Office.

(4) **SERVICES PROVIDED.**—

(a) The department, through offices, shall provide services relating to:

1. Adult protection.
2. Child care regulation.
3. Child welfare.
4. Domestic violence.
5. Economic self-sufficiency.
6. Homelessness.
7. Mental health.
8. Refugees.

9. Substance abuse.

(b) Offices of the department may be consolidated, restructured, or rearranged by the secretary, in consultation with the Executive Office of the Governor, provided any such consolidation, restructuring, or rearranging is capable of meeting functions and activities and achieving outcomes as delineated in state and federal laws, rules, and regulations. The secretary may appoint additional managers and administrators as he or she determines are necessary for the effective management of the department.

(c) Each fiscal year the secretary shall, in consultation with the relevant employee representatives, develop projections of the number of child abuse and neglect cases and shall include in the department's legislative budget request a specific appropriation for funds and positions for the next fiscal year in order to provide an adequate number of full-time equivalent:

1. Child protection investigation workers so that caseloads do not exceed the Child Welfare League Standards by more than two cases; and
2. Child protection case workers so that caseloads do not exceed the Child Welfare League Standards by more than two cases.

(5) COMMUNITY ALLIANCES.—

(a) The department shall, in consultation with local communities, establish a community alliance or similar group of the stakeholders, community leaders, client representatives and funders of human services in each county to provide a focal point for community participation and governance of community-based services. An alliance may cover more than one county when such arrangement is determined to provide for more effective representation. The community alliance shall represent the diversity of the community.

(b) The duties of the community alliance include, but are not limited to:

1. Joint planning for resource utilization in the community, including resources appropriated to the department and any funds that local funding sources choose to provide.
2. Needs assessment and establishment of community priorities for service delivery.
3. Determining community outcome goals to supplement state-required outcomes.
4. Serving as a catalyst for community resource development.
5. Providing for community education and advocacy on issues related to delivery of services.
6. Promoting prevention and early intervention services.

(c) The department shall ensure, to the greatest extent possible, that the formation of each community alliance builds on the strengths of the existing community human services infrastructure.

(d) The initial membership of the community alliance in a county shall be composed of the following:

1. A representative from the department.
2. A representative from county government.
3. A representative from the school district.
4. A representative from the county United Way.
5. A representative from the county sheriff's office.
6. A representative from the circuit court corresponding to the county.
7. A representative from the county children's board, if one exists.

(e) At any time after the initial meeting of the community alliance, the community alliance shall adopt bylaws and may increase the membership of the alliance to include the state attorney for the judicial circuit in which the community alliance is located, or his or her designee, the public defender for the judicial circuit in which the community alliance is located, or his or her designee, and other individuals and organizations who represent funding organizations, are community leaders, have knowledge of community-based service issues, or otherwise represent perspectives that will enable them to accomplish the duties listed in paragraph (b), if, in the judgment of the alliance, such change is necessary to adequately represent the diversity of the population within the community alliance service circuits.

(f) A member of the community alliance, other than a member specified in paragraph (d), may not receive payment for contractual services from the department or a community-based care lead agency.

(g) Members of the community alliances shall serve without compensation, but are entitled to receive reimbursement for per diem and travel expenses, as provided in s. 112.061. Payment may also be authorized for preapproved child care expenses or lost wages for members who are consumers of the department's services and for preapproved child care expenses for other members who demonstrate hardship.

(h) Members of a community alliance are subject to the provisions of part III of chapter 112, the Code of Ethics for Public Officers and Employees.

(i) Actions taken by a community alliance must be consistent with department policy and state and federal laws, rules, and regulations.

(j) Alliance members shall annually submit a disclosure statement of services interests to the department's inspector general. Any member who has an interest in a matter under consideration by the alliance must abstain from voting on that matter.

(k) All alliance meetings are open to the public pursuant to s. 286.011 and the public records provision of s. 119.07(1).

(6) CONSULTATION WITH COUNTIES ON MANDATED PROGRAMS.—It is the intent of the Legislature that when county governments are required by law to participate in the funding of programs, the department shall consult with designated representatives of county governments in developing policies and service delivery plans for those programs.

History.—s. 19, ch. 69-106; ss. 1, 2, ch. 70-441; ss. 1, 4, ch. 71-213; s. 1, ch. 73-99; s. 1, ch. 73-114; s. 1, ch. 74-107; ss. 2, 3, 5, 6, 7, 8, 9, 10, 12, 29, 31, 32, 34, ch. 75-48; ss. 1, 2, ch. 76-115; s. 1, ch. 77-174; ss. 1, 2, 3, ch. 77-212; s. 4, ch. 78-323; s. 2, ch. 79-10; s. 1, ch. 79-26; s. 63, ch. 79-190; s. 1, ch. 79-265; ss. 1, 2, 5, ch. 79-287; s. 8, ch. 80-187; s. 1, ch. 80-202; s. 8, ch. 80-374; ss. 1, 2, 3, ch. 81-83; ss. 7, 8, 9, ch. 81-184; ss. 1, 4, 5, ch. 81-237; s. 12, ch. 81-259; s. 1, ch. 81-290; ss. 1, 4, ch. 82-46; ss. 1, 2, ch. 82-100; s. 5, ch. 82-213; s. 1, ch. 83-89; ss. 1, 11, ch. 83-177; s. 1, ch. 83-181; s. 2, ch. 83-215; s. 3, ch. 83-216; s. 2, ch. 83-230; ss. 2, 3, ch. 83-265; ss. 13, 17, ch. 84-226; s. 3, ch. 85-80; s. 1, ch. 85-270; s. 1, ch. 86-66; s. 1, ch. 86-220; ss. 1, 2, ch. 87-140; s. 2, ch. 88-235; s. 9, ch. 88-337; s. 15, ch. 88-398; ss. 1, 2, 3, ch. 89-1; ss. 1, 2, 3, ch. 89-92; s. 4, ch. 89-215; s. 2, ch. 89-296; s. 2, ch. 90-247; s. 1, ch. 90-339; s. 1, ch. 91-14; s. 1, ch. 91-158; s. 5, ch. 91-429; ss. 9, 110, ch. 92-33; s. 3, ch. 92-58; s. 1, ch. 92-174; s. 1, ch. 93-200; s. 3, ch. 94-124; s. 7, ch. 94-209; s. 1317, ch. 95-147; s. 9, ch. 95-153; s. 50, ch. 96-175; s. 5, ch. 96-403; s. 6, ch. 97-237; s. 28, ch. 97-286; s. 1, ch. 98-25; s. 1, ch. 98-137; s. 1, ch. 98-280; s. 120, ch. 98-403; s. 5, ch. 99-2; s. 1, ch. 99-7; s. 2, ch. 2000-135; s. 2, ch. 2000-139; s. 4, ch. 2000-158; s. 1, ch. 2001-68; s. 1, ch. 2002-63; ss. 3, 5, ch. 2003-279; s. 29, ch. 2003-399; s. 69, ch. 2004-267; s. 12, ch. 2004-269; s. 1, ch. 2004-356; s. 1, ch. 2005-3; s. 2, ch. 2005-152; s. 3, ch. 2006-50; s. 8, ch. 2006-171; s. 2, ch. 2012-84; s. 1, ch. 2014-224.