



Minutes of the Escambia Children's Trust

Bylaws Subcommittee Meeting

Held at the JE Hall Center

6.16.21, 2021 9:00 am

The Executive Committee of the Escambia Children's Trust met Wednesday June 16, 2021 in Room 160 of the JE Hall Center with Stephanie White Chair, Tori Woods, Patricia Hightower Carolyn Appleyard, Interim Administrator and Emmalee Fournier, Interim Administrative Assistant.

DISCUSSION ITEMS

- **Conflict of Interest:**
 - Mrs. Hightower presents the Martin County Children Services Conflict of Interest Form.
 - If conflict presents, Mrs. White recommends viable options are to abstain from votes, not comment on conflicted interests, or step down from the board ultimately if necessary.
 - Patty Hightower recommends to use The Martin County Conflict of Interest Form and all were in favor.
 - Abstaining from vote or comment is clarified as necessary if the board member receives special monetary gain via themselves or a relative.
 - Conflicts of interest pertain to current and active involvements.
- **Policies and Procedures:**
 - Mrs. Hightower presents the Policies and Procedures from Alachua County and she presents The Alachua County and Martin County Mission, Vision, and Guiding Principles as examples.
 - Mrs. Hightower and Stephanie White recommends to schedule a work day for reviewal and further discussion of Policies and Procedures. Board agreed.



- Request For Proposal:
 - Example from the Santa Rosa Island Authority is presented to the group.
 - Stephanie White volunteers to create the RFP to be reviewed before June 22, 2021 meeting.
 - Patricia Hightower advises to advertise on the EscaRosa Bar Association email and the ECT website.
 - Mrs. Hightower advises the “cone of silence” once a competitive solicitation is released, that no discussion with a potential competitor takes place.
 - Carolyn Appleyard suggests Stephanie White include a statement concerning Appleyard Agency services for expenses that incurred in this organizational period for outside costs (e.g. Pensacola News Journal).
 - Mrs. Hightower recommends, and the committee agrees, to begin advertising on June 23rd for RFP legal services, responses due by July 9th, selection review will be under the responsibilities of the Personnel Committee’s next meeting date which has not been scheduled yet.
 - July 13th is the next regular board meeting.
 - Board of County Commissioners meeting is July 8th 5pm
 - Mrs. Hightower presents the Notice of Intent to Release a Request for Proposal for System Mapping
 - Carolyn Appleyard discusses the needs assessment for System Mapping of Alachua County, their timeline and estimated budget of \$25k.
 - Action Items
 - Conflict of Interest Form
 - RFP
 - Adjourning at 10:20