

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, February 02, 2021
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

1 MEETING CALLED TO ORDER: Invitation to fill out “citizens not on the agenda” forms. Please silence all cell phones and devices.

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

The Construction Licensing, Enforcement and Appeals Board will meet at 7:00 p.m., on February 2, 2021 in the Board room, 600 S. Commerce Avenue, Sebring

Public Hearing of the Highlands County Planning & Zoning Commission and the Local Planning Agency and the Zoning Board of Adjustment will be held at 3:00 p.m., on February 9, 2021, in the Board room of the Highlands County Government Center, 600 S. Commerce Avenue, Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

- 6.A *Presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2021 (as of December 31, 2020)*
Clerk of Court's Accounting Manager Jackie Gabrus
[Q1 2021 Board Financial Presentation - Clerk's Accounting.pdf](#)

7 CITIZENS NOT ON THE AGENDA

8 CONSENT AGENDA

- 8.A *Request approval to pay all duly authorized bills February 2, 2021.*
- 8.B *Request approval to move forward with the direct sale of 25 County owned surplus properties and provide the Chair the authority to execute the Sale and Purchase Agreement For Available Property List Properties and Deeds.*
Brandon Gunn, Purchasing Agent
The fiscal impact represents increased revenue totaling \$16,000.00 to the General Fund from sale of the property and the property will be on the Tax Roll.
[Granicus Notice.pdf](#)
- 8.C *Request for support and signature on the Florida Heartland Economic Region of*

Opportunity (FHRO) Letter of Support for Department of Economic Opportunity Grant Application.

Meghan DiGiacomo, Executive Manager of Business & Economic Development
No Fiscal Impact.

[Letter of support_FHRO.pdf](#)

[FHRO 2019-2020 Accomplishments.pdf](#)

- 8.D *Request approval of FY 20/21 Child Advocacy Trust Fund Award Agreement and Budget Amendment 20-21-048 and associated Resolution.*
Sarah Beth Rogers, Children's Advocacy Center Manager
The fiscal impact will be an increase to the general fund (005) cost center (3995) project 20035 in the amount of \$3,542.85.
[20-21-048 Project 20035 CATF 20-21 \(BA\).pdf](#)
[20-21-048R Project 20035 CATF 20-21 \(Resolution\).pdf](#)
[Please_DocuSign_FY20-21_DCF_Agreement.pdf](#)
- 8.E *Request approval of Budget Amendment 20-21-049 and associated resolution to allocate the CAC's Hospital District Board Grant Award for FY 20/21.*
Sarah Beth Rogers, Children's Advocacy Center Manager
There is no fiscal impact as the check was already deposited into Fund 155, CC 1155. This is to merely allocate funding.
[20-21-049 Proj 20036 Hospital District Board 20-21 \(BA\).pdf](#)
[20-21-049R Proj 20036 Hospital District Board 20-21 \(Resolution\).pdf](#)
- 8.F *Requesting approval of the new job description to Natural Resources Specialist I position approved by the Highlands County Board of County Commissioners on July 2020 and the reclassification of current Environmental Specialist to Natural Resources Specialist II.*
Dawn Ritter, Natural Resources Manager
No fiscal impact. Funding was approved by the Highlands County Board of County Commissioners on July 2020.
[Environmental Specialist \(0987\) 5.1.2017.docx](#)
[Natural Resources Specialist I \(0987\) Revised 11.6.2020.docx](#)
[Natural Resources Specialist II \(TBD\) 11.6.2020.docx](#)
- 8.G *Request approval to reappoint one (1) current member to the Lake Istokpoga Management Committee (LIMC).*
Dawn Ritter, Natural Resources Manager
No fiscal Impact
- 8.H *Request approval of Budget Amendment 20-21-050 and Resolution to setup project funds for the Sheriff within General Fund.*
Sheriff Paul Blackman
The fiscal impact is an increase to Fund 005 (General) and the overall budget in the amount of \$23,580; these funds will be received from a grant from the Florida Sheriff's Association.
[20-21-050 Proj 20037 BPV 20-21 \(BA\).pdf](#)
[20-21-050R Proj 20037 BPV 20-21 \(Resolution\).pdf](#)
[20-21-050 Proj 20037 BPV 20-21 \(Award Letter\).pdf](#)

9 CONSENT AGENDA (2): Request approval to pay all bills with voting conflicts

10 PUBLIC HEARING

11 ACTION AGENDA

- 11.A *Request to Vacate a 7.5' Easement at 4319 Cooper Dr, Sebring, Fl.*
Clinton Howerton Jr., P.E., County Engineer

There is no fiscal impact.

[4319 Cooper Dri - Agenda Packet.pdf](#)

- 11.B *Request approval for the Highway Park Neighborhood Council to apply for a grant from the Florida Beverage Association, for a walking track and shade trees at Carver Park/MLK Park, and letters of recommendations for three grants.*

Liz Barber, Legislative Affairs & Grants Coordinator

No fiscal impact

[Letter of support_fl bev assoc.docx](#)

[Letter of support_Highway park usda \(002\).docx](#)

[Letter of support_fl blue.docx](#)

- 11.C *Requesting Highlands County Board of County Commissioner liaison for the Coastal and Heartland National Estuary Partnership (CHNEP) Highlands County Policy Committee member.*

Dawn Ritter, Natural Resources Manager

No fiscal impact.

[CHNEP Policy Committee Briefing Booklet \(002\).pdf](#)

- 11.D *Consideration of acquisition of property that is of interest to Highlands County Board of County Commissioners.*

Randy Vosburg, County Administrator

None at this time.

[Property Acquisition Handout 2-2-21.pdf](#)

12 COUNTY ADMINISTRATOR AND LEGAL

- 12.A *County Attorney Status Report*
Sherry Sutphen, County Attorney

There is no fiscal impact.

[COUNTY ATTORNEY LOG.pdf](#)

- 12.B *Commissioner's Priorities and the Project Status Report*
Randy Vosburg, County Administrator

No Fiscal Impact.

[Status - Project Updates \(FINAL\) 2-2-21.pdf](#)

[Status - Commissioner's 2021 Priorities \(FINAL\) 2-2-21.pdf](#)

- 12.C *Update on Solid Waste Franchise Contract*
Clinton Howerton Jr., P.E. - County Engineer

Randy Vosburg - County Administrator

No fiscal impact at this time

- 12.D *Update on Septage Disposal Issue*
Randy Vosburg - County Administrator
Clinton Howerton, Jr., P.E. - County Engineer
No Fiscal Impact
- 12.E *Request approval to confirm Tanya Cannady as Business Services Director*
Randy Vosburg, County Administrator
The agreed upon salary for the position is within the budgeted amount for FY 20/21.
[Tanya Cannady resume.pdf](#)

13 COMMISSIONERS

14 ADJOURN

Any person who decides to appeal any decision made by this Board of County Commissioners of Highlands County, Florida, in public hearing or meeting is hereby advised that he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record will include the testimony and evidence upon which such appeal is to be based.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. "Anyone requiring reasonable accommodation as provided for in the Americans With Disabilities Act or Section 286.26 Florida Statutes should contact Human Resources, ADA Coordinator at: 863-402-6509 (voice), or via Florida Relay Service 711, or by e-mail: hrmanager@highlandsfl.gov." Requests for CART or interpreter services should be made as soon as possible but no later than 48 hours in advance to permit coordination of the service.

Please note our new website address: www.highlandsfl.gov/

Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER:

SUBJECT/TITLE: Presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2021 (as of December 31, 2020)

STATEMENT OF ISSUE

Presentation of the Interim Financial Report of Key Operating Performance Measures as of December 31, 2020.

RECOMMENDED ACTION

Move to accept into the record the presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2021 (as of December 31, 2020)

FISCAL IMPACT

Clerk of Court's Accounting Manager Jackie Gabrus

Attachments: [Q1 2021 Board Financial Presentation - Clerk's Accounting.pdf](#)



Highlands *County* Florida Clerk*of* Courts

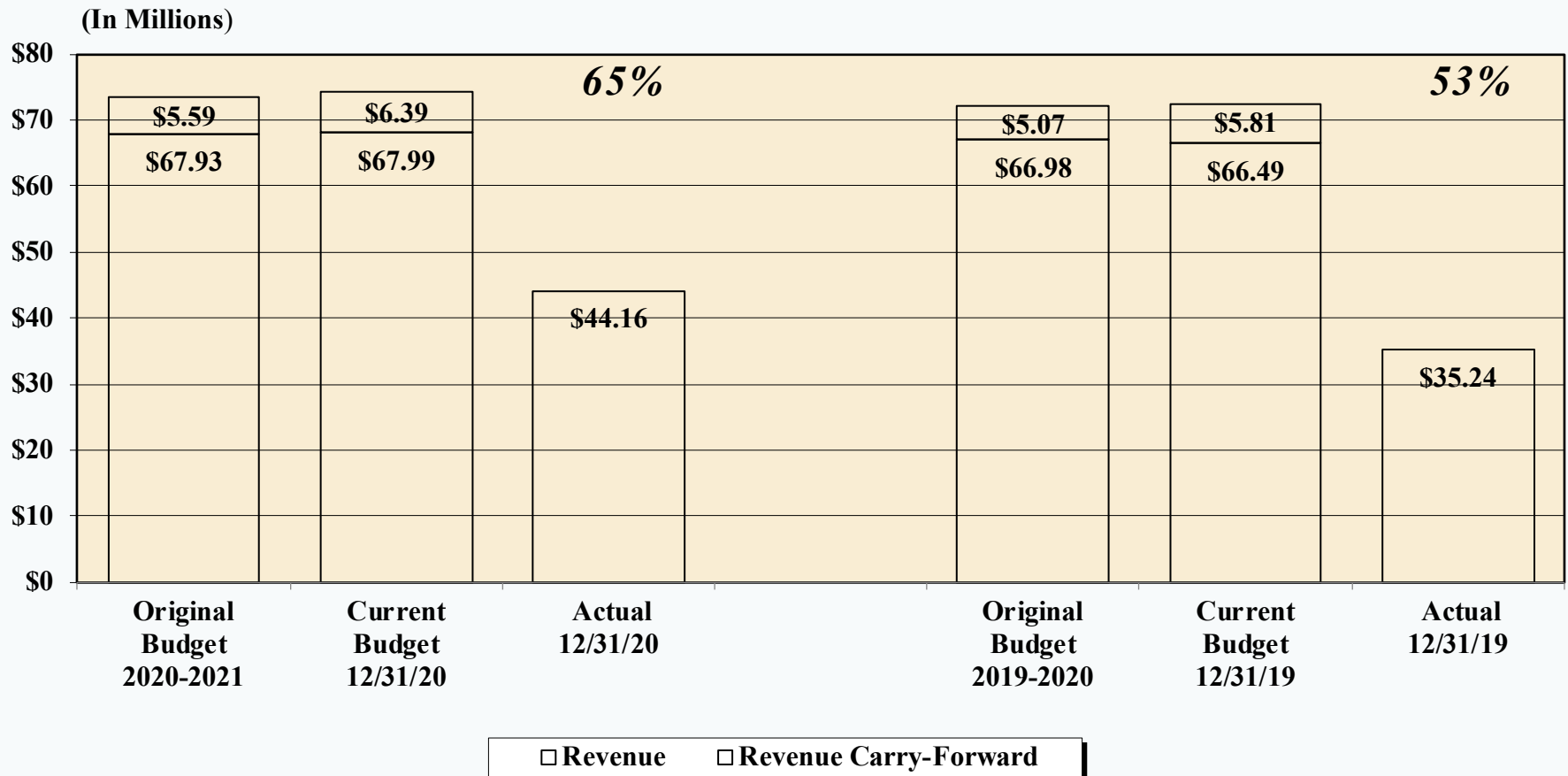
***INTERIM FINANCIAL REPORT
OF KEY OPERATING
PERFORMANCE MEASURES AS OF
December 31, 2020
(UNAUDITED)***

(UNAUDITED)



REVENUE – GENERAL FUND

BUDGET – TO – ACTUAL

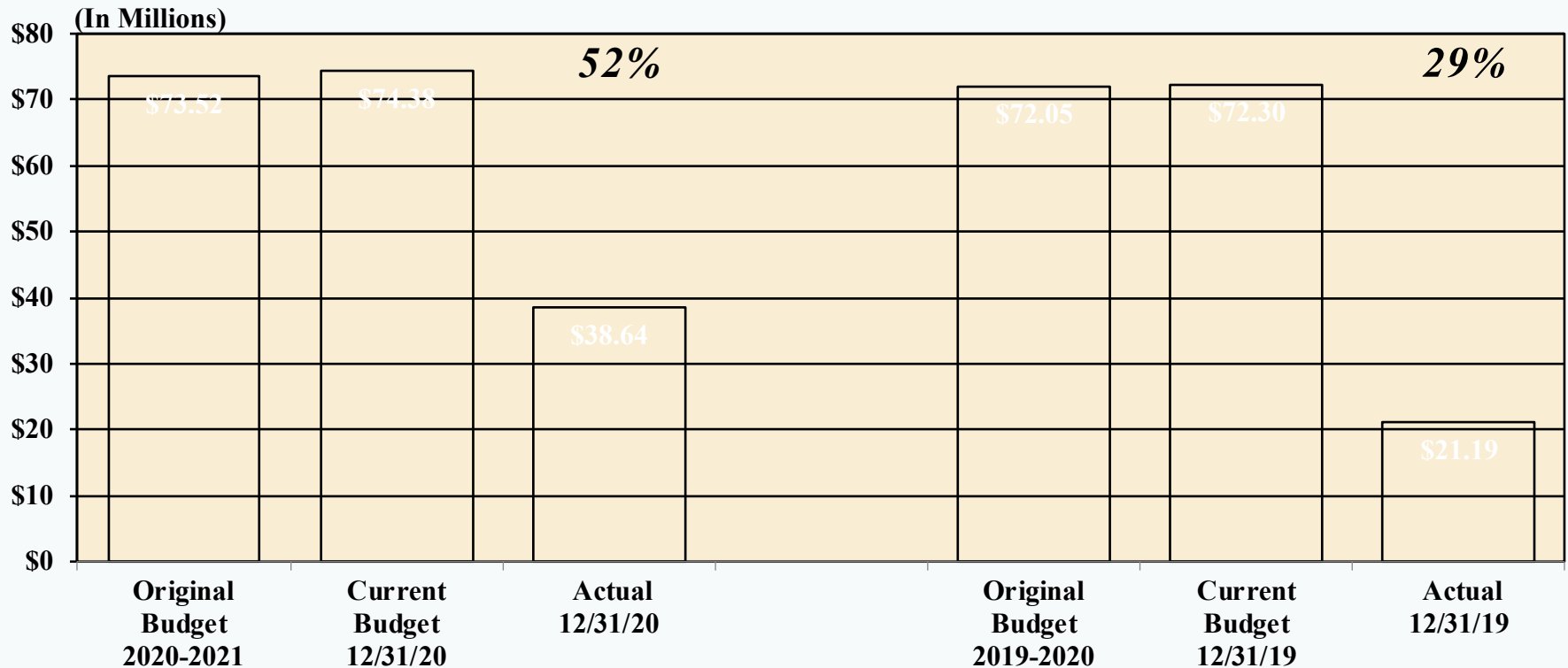


(UNAUDITED)



EXPENDITURES – GENERAL FUND

BUDGET – TO – ACTUAL & ENCUMBRANCES



Actual Less Encumbrances / Current Year: 46%

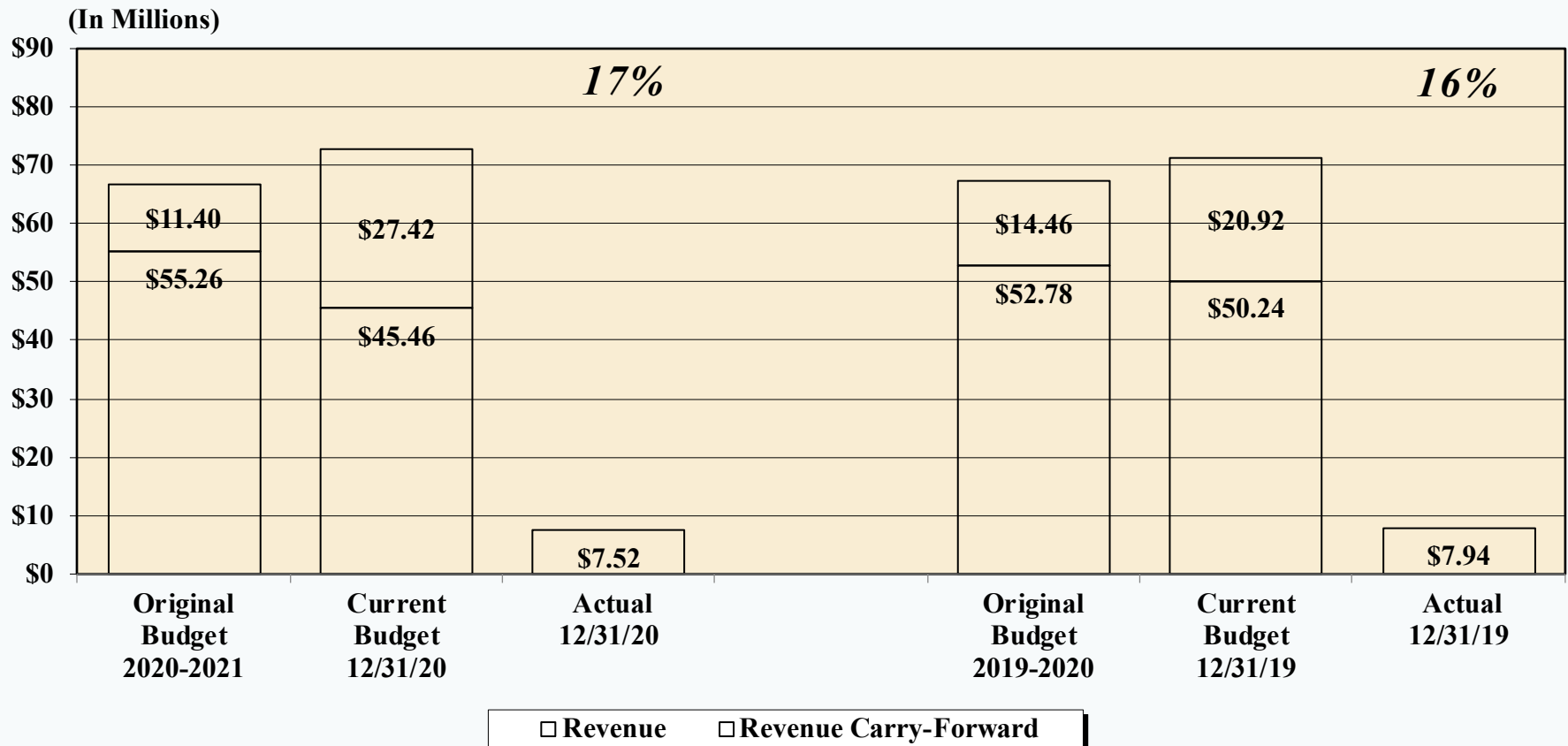
Actual Less Encumbrances / Prior Year: 27%

(UNAUDITED)



REVENUE – SPECIAL REVENUE FUNDS

BUDGET – TO – ACTUAL



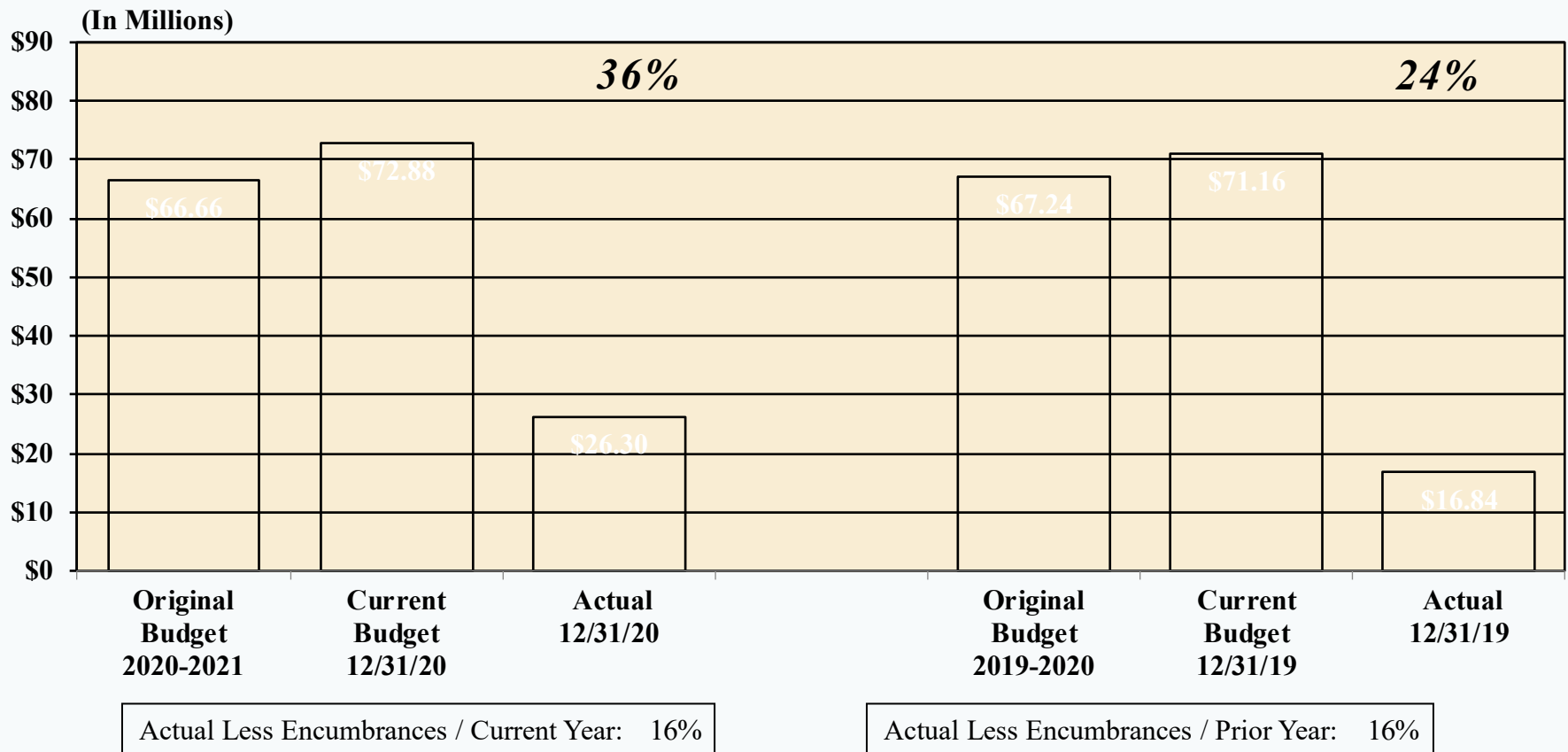
Note: State Revenue Sharing Funds lag 30 to 60 days

(UNAUDITED)



EXPENDITURES - SPECIAL REVENUE FUNDS

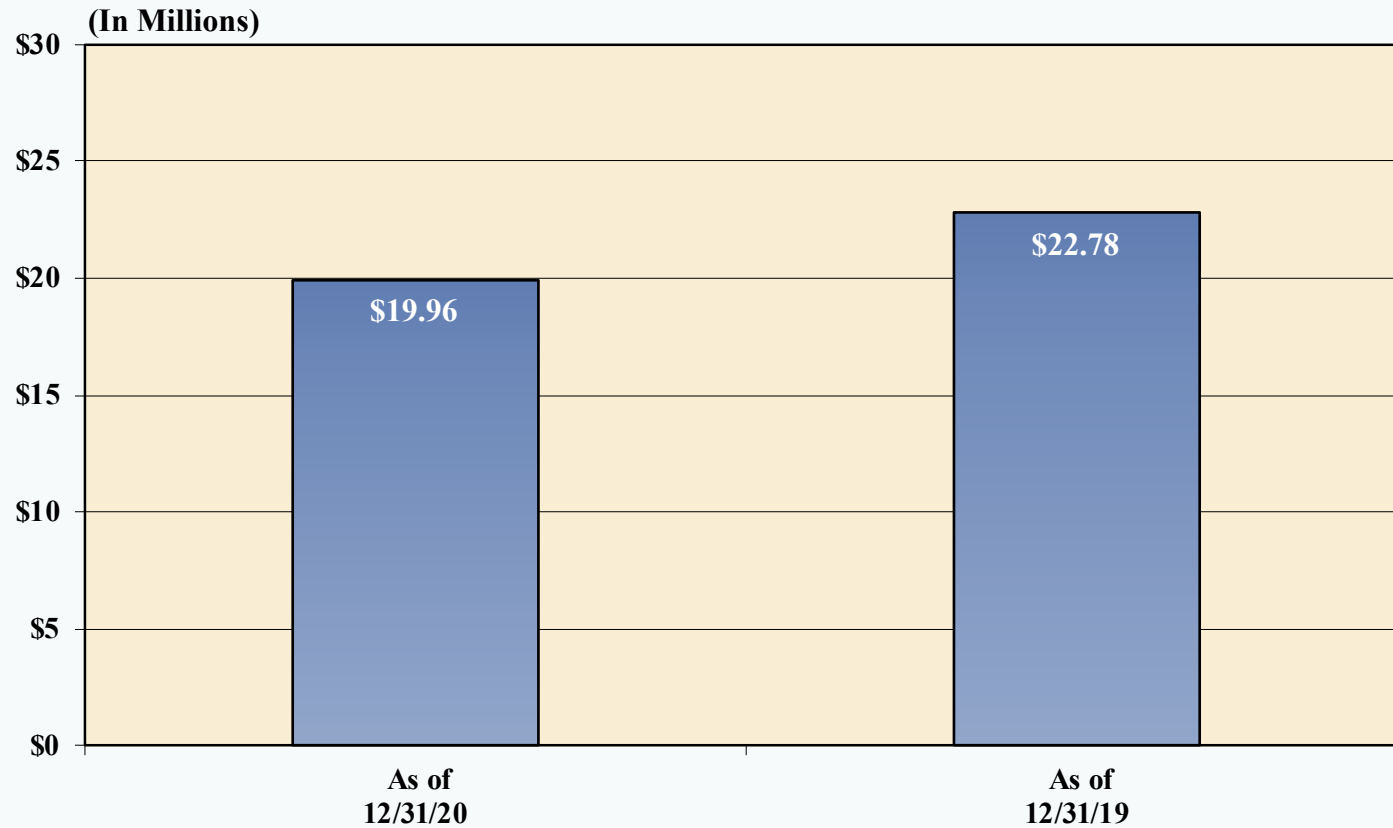
BUDGET – TO – ACTUAL & ENCUMBRANCES



(UNAUDITED)



LONG-TERM DEBT GOVERNMENTAL FUNDS



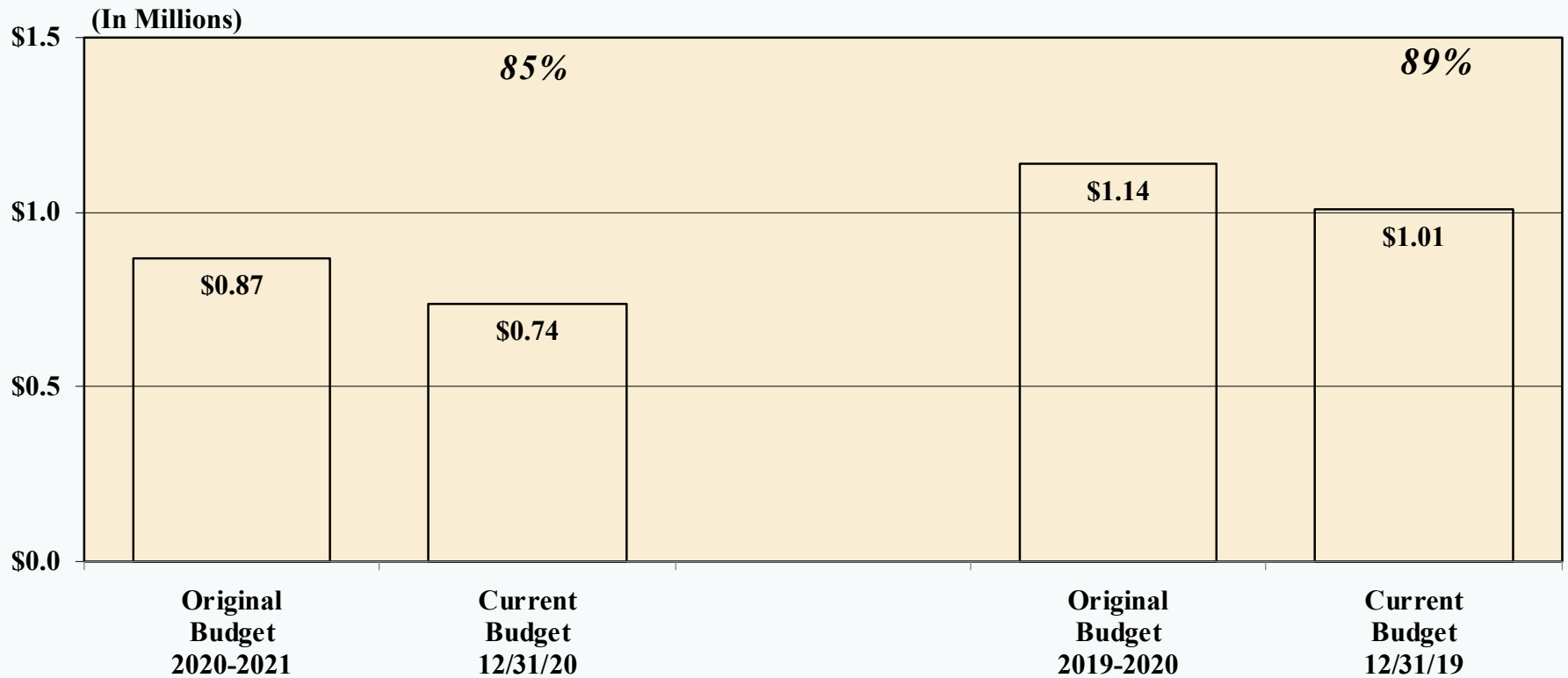


LONG-TERM DEBT GOVERNMENTAL FUNDS

	Balance	Interest Rate	Final Payment	Holder of Note	
ISS Refunding Revenue Note, 2015 (Fund 151)	14,265,000.00	2.01%	November 1, 2025	Regions Capital Advantage, Inc.	Original Amount \$23,600,000.00 Dated – May 7, 2015
EMS LifePak Equipment Purchase (Fund 005 and 151)	199,271.01	2.169%	June 1, 2022	Flex Financial	Original Amount \$522,609.54 Dated – November 1, 2018
Public Improvement Revenue Note, Series 2019 (Fund 151)	5,500,000.00	2.08%	August 01, 2034	SunTrust	Original Amount \$5,500,000.00 Dated – September 19, 2019

(UNAUDITED)

RESERVE FOR CONTINGENCY BEGINNING BUDGET TO CURRENT BUDGET



(UNAUDITED)



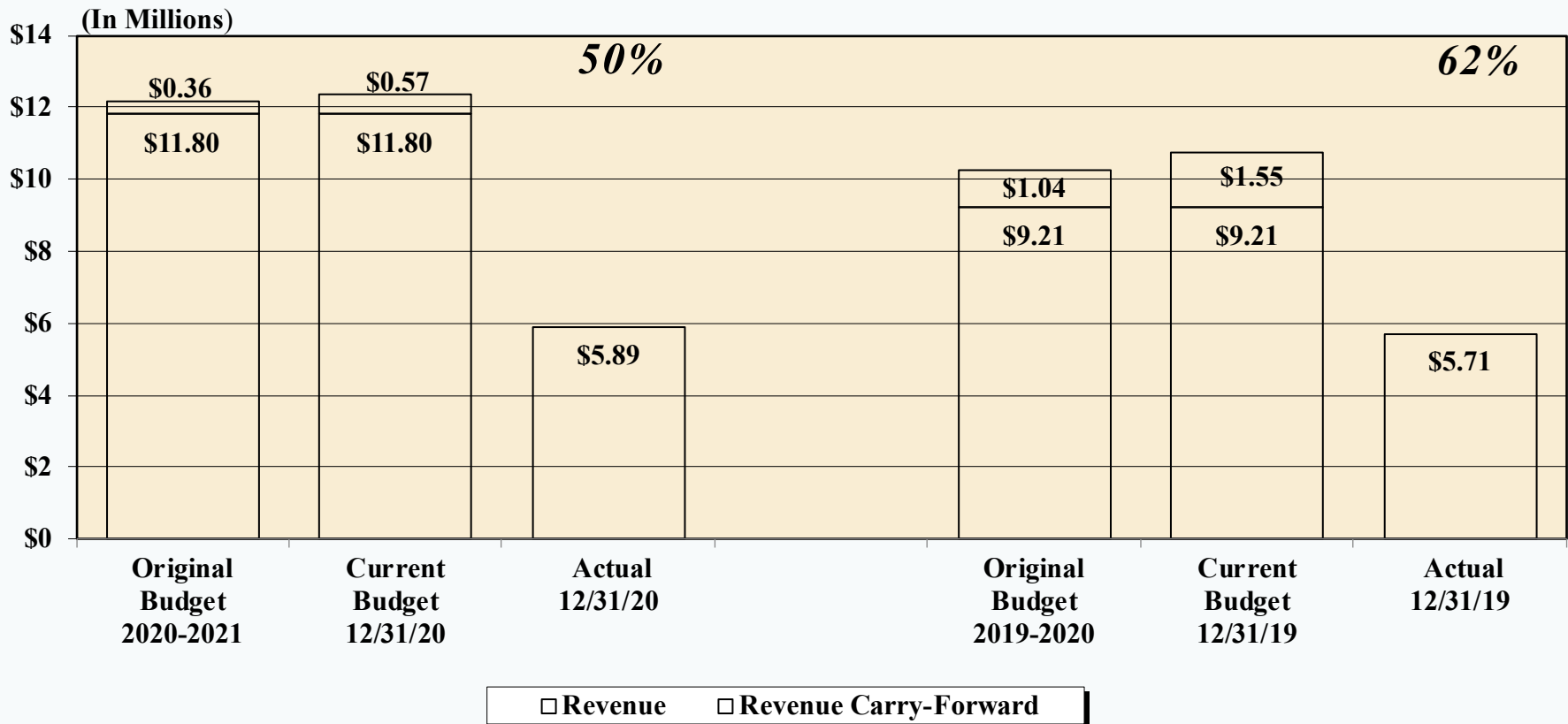
RESERVE FOR CONTINGENCY CHANGES DURING FISCAL YEAR

Budget Amendment	Amount	Description	Date Approved
20-21-006	\$ (41,405.00)	Adjust Property Appraisers Budget for Merit Pay, COLA, and State Changes	10/6/2020
20-21-007	(38,166.89)	Realign Budget for EMS New Ambulance Purchase	10/20/2020
20-21-040	(50,000.00)	Realign Budget for Countywide Clerk IT Expenditures	12/15/2020

(UNAUDITED)



REVENUE – SOLID WASTE BUDGET – TO – ACTUAL

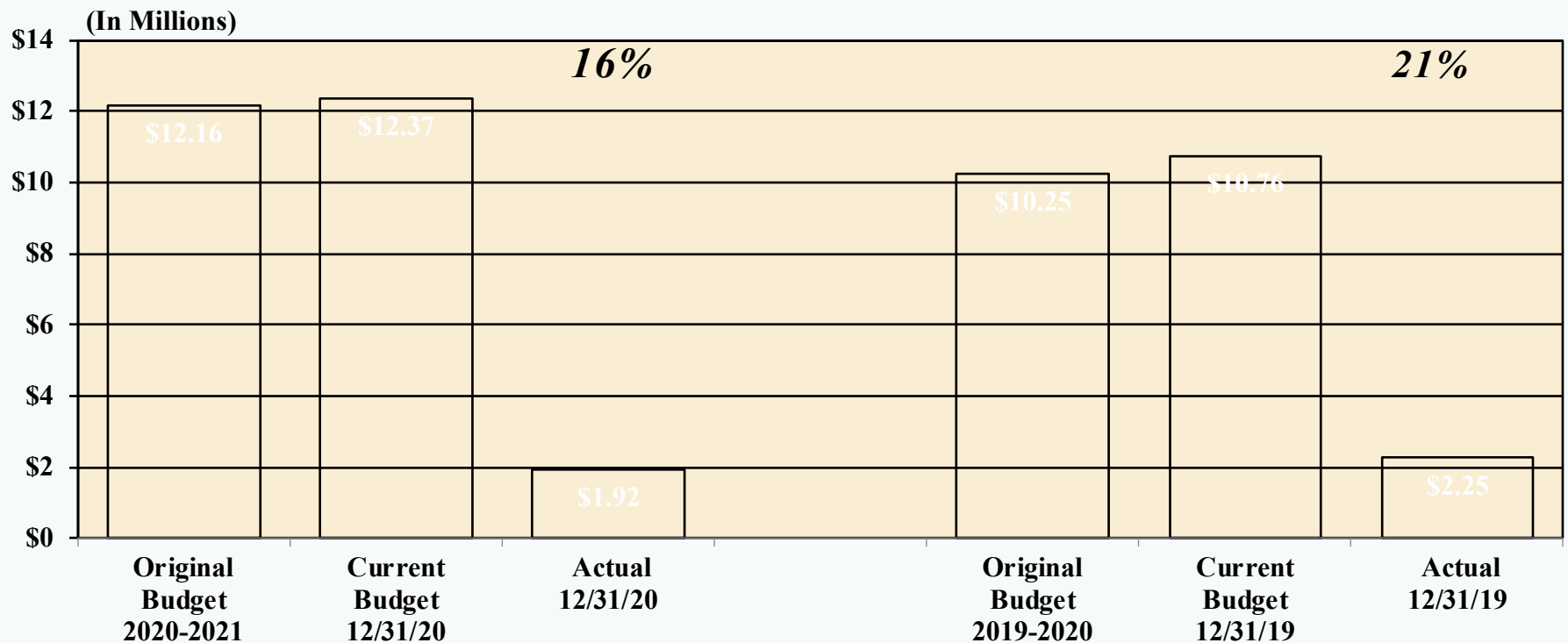


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EXPENSES – SOLID WASTE

BUDGET – TO – ACTUAL AND ENCUMBRANCES



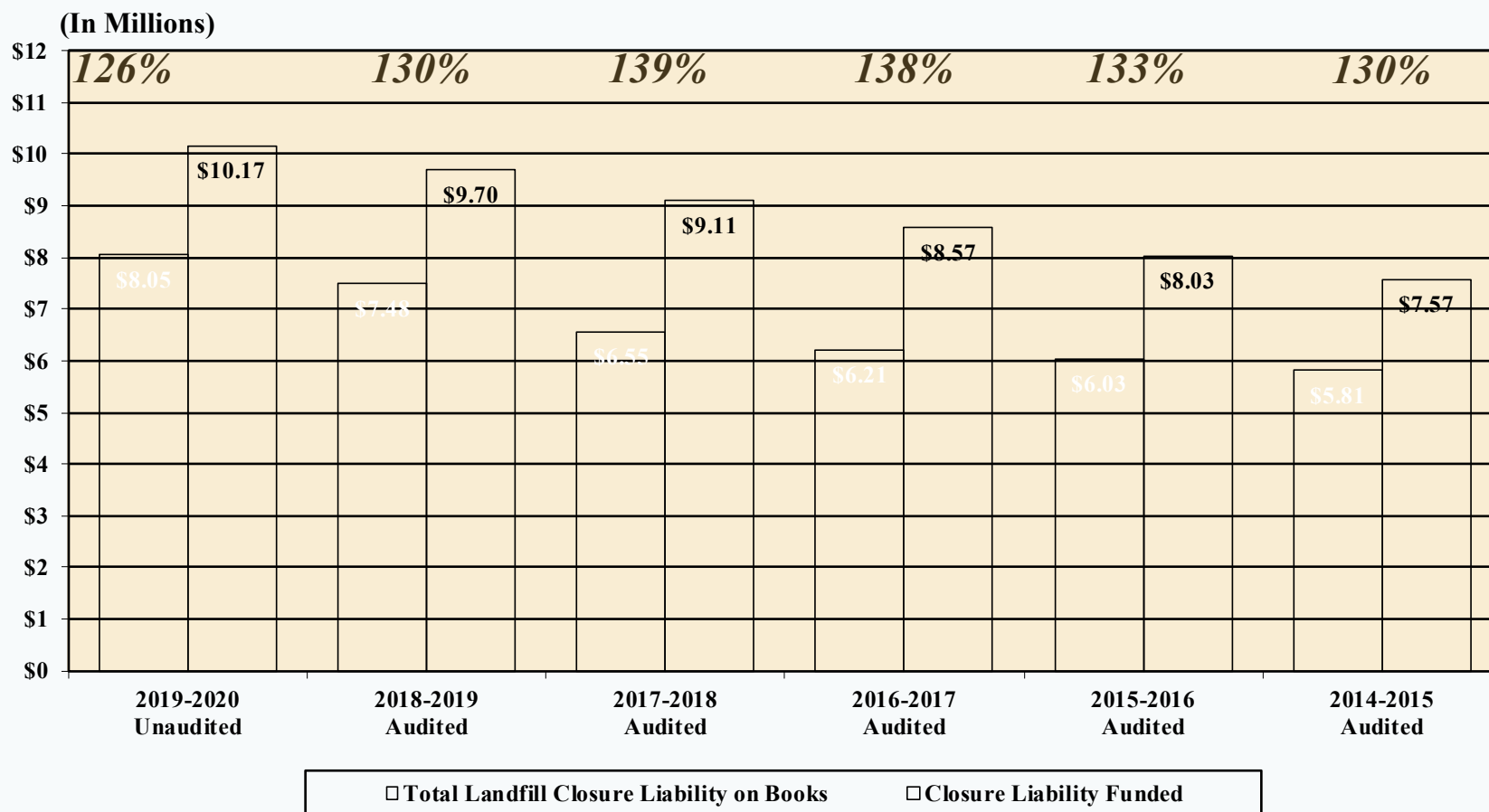
Actual Less Encumbrances / Current Year: 11%

Actual Less Encumbrances / Prior Year: 15%



LANDFILL CLOSURE LIABILITY

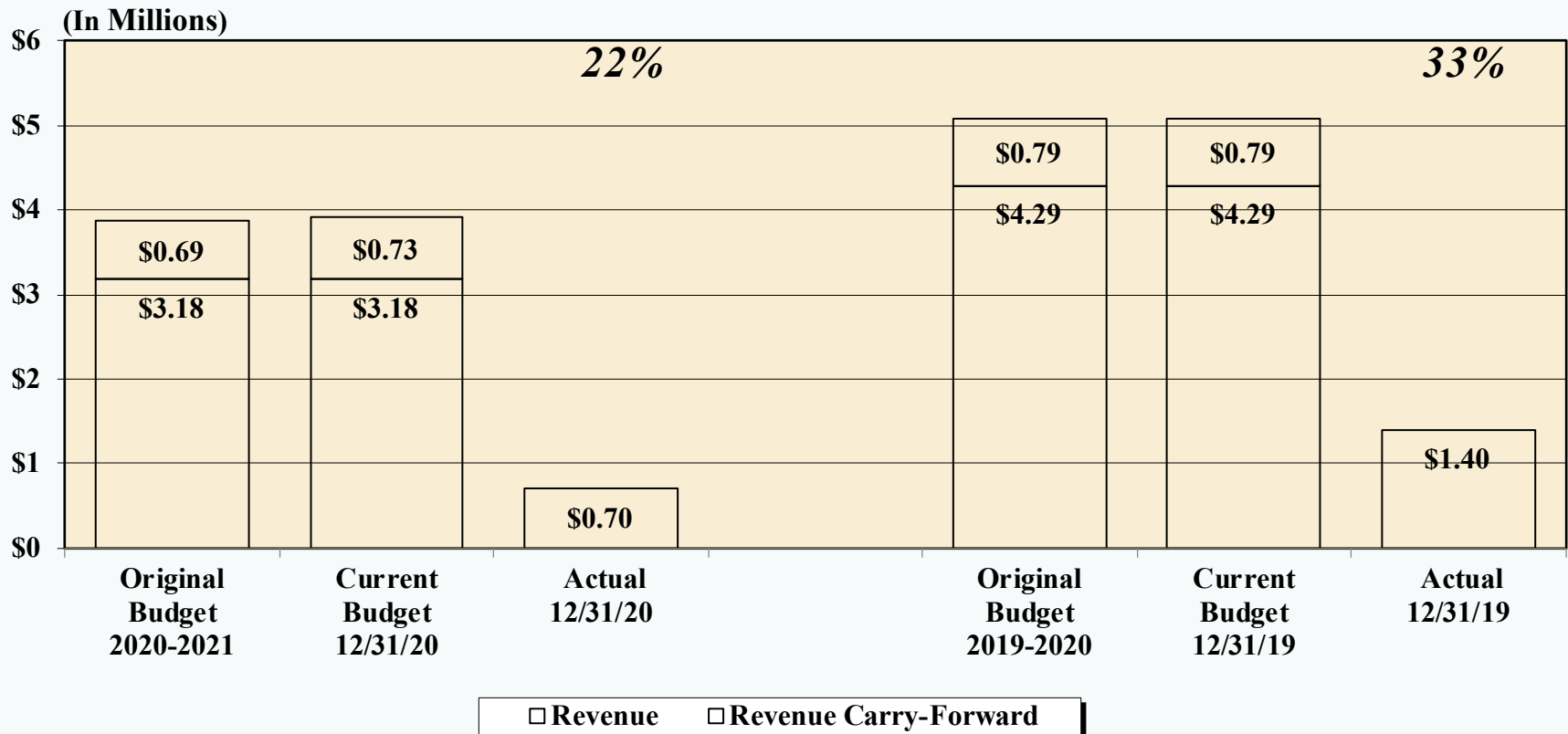
Percent Funded Six Fiscal Years



(UNAUDITED)

REVENUE – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL

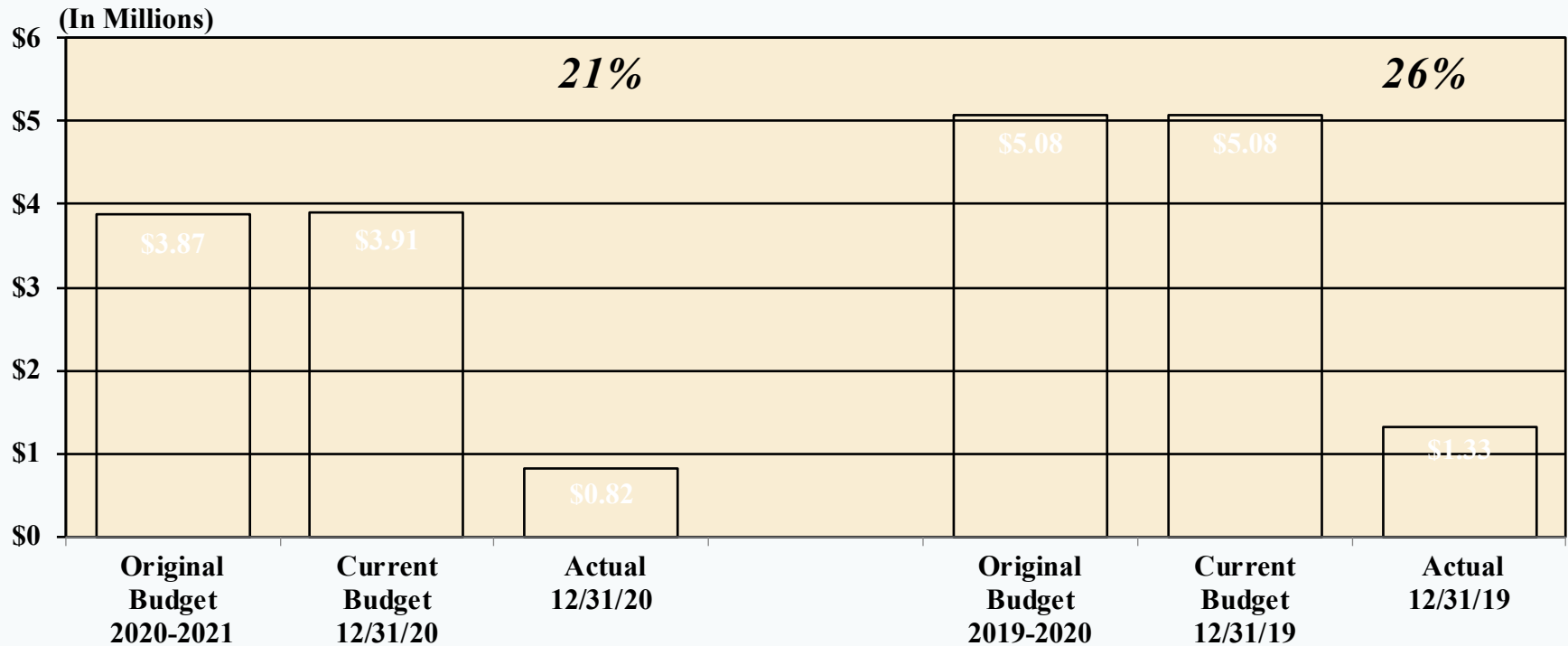


(UNAUDITED)



EXPENSES – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances / Current Year : 20%

Actual Less Encumbrances / Prior Year: 25%

(UNAUDITED)

FUND SUMMARY

1st QUARTER



REVENUES		
Fund	Percent Collected / Billed	Percentage Points Above/ Below Target of 25%
General	65%	40 Percentage Points Above Target
Special Revenue	17%	8 Percentage Points Below Target
Solid Waste	50%	25 Percentage Points Above Target
Energy Recovery	22%	3 Percentage Points Below Target
EXPENDITURES		
Fund	Percent Expended & Encumbered	Percentage Points Above/ Below Target of 25%
General	52%	27 Percentage Points Above Target
Special Revenue	36%	11 Percentage Points Above Target
Solid Waste	16%	9 Percentage Points Below Target
Energy Recovery	21%	4 Percentage Points Below Target

(UNAUDITED)

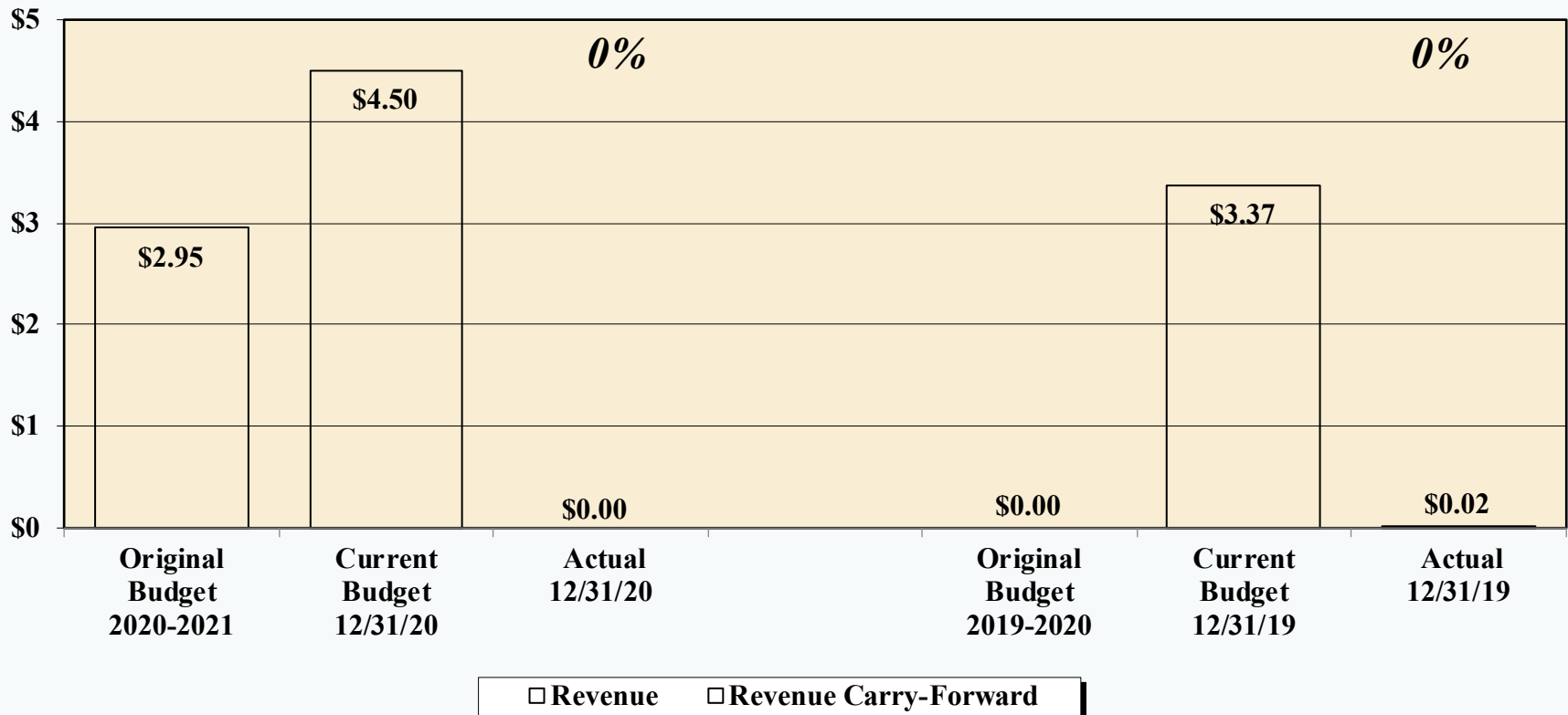


REVENUE

PIRN CAPITAL PROJECT FUND

BUDGET – TO – ACTUAL

(In Millions)



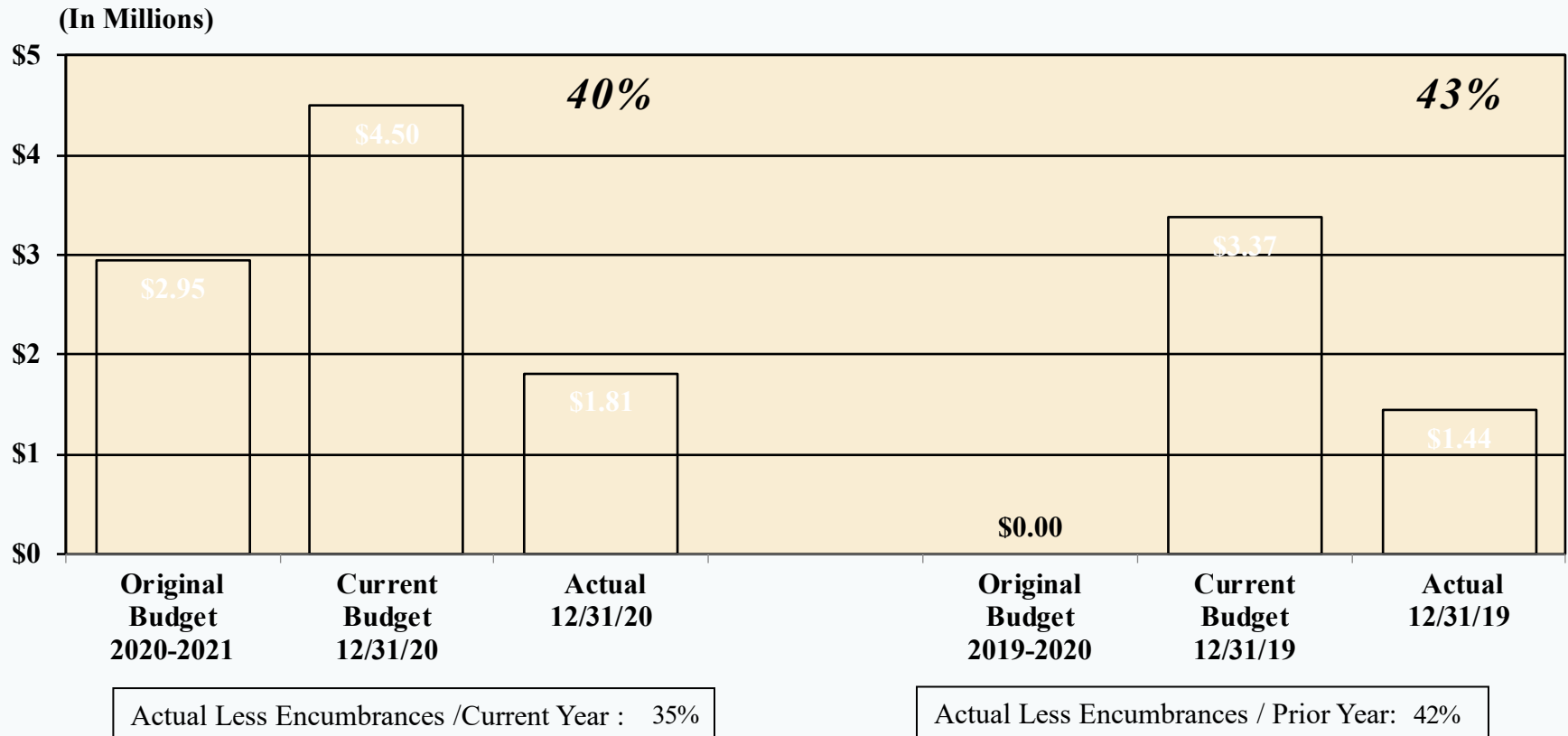
(UNAUDITED)



EXPENDITURES

PIRN CAPITAL PROJECT FUND

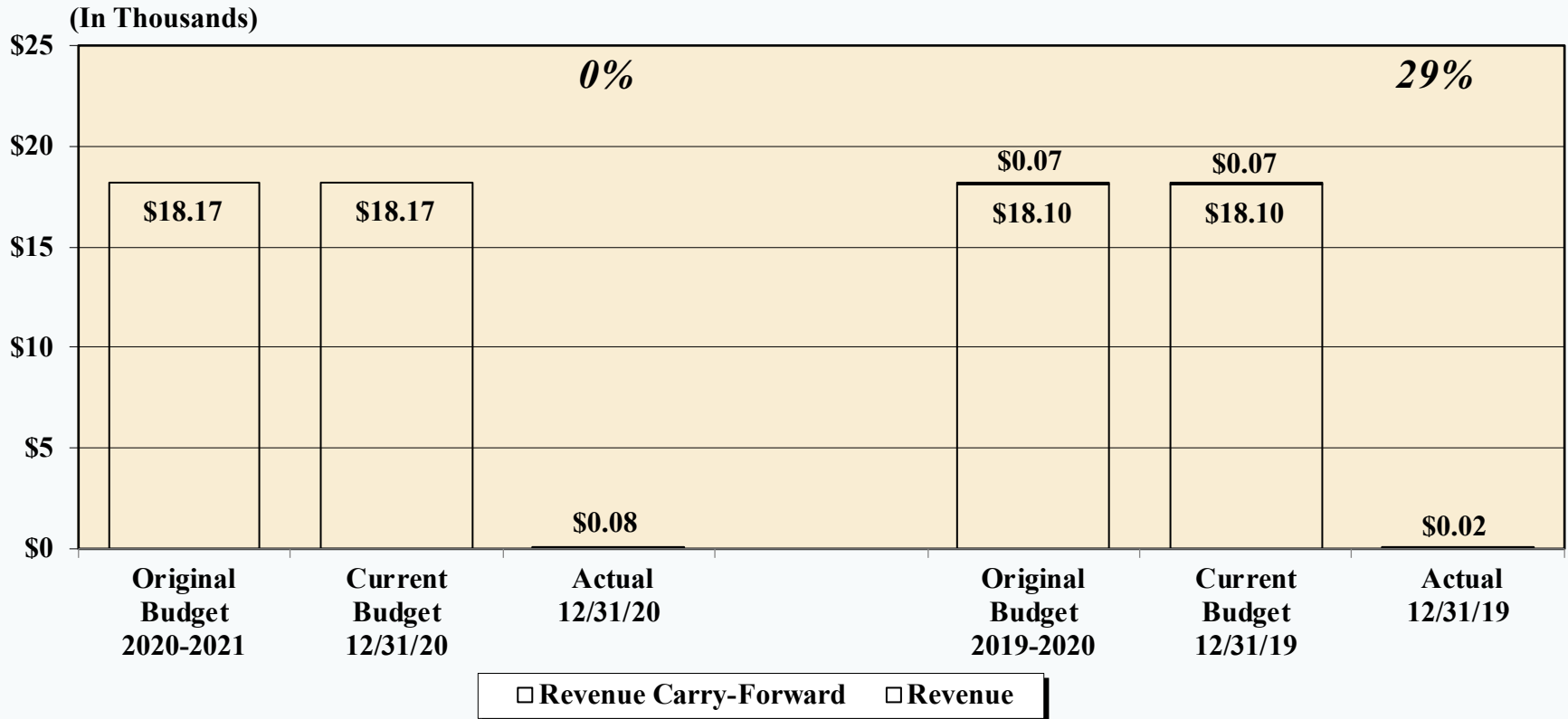
BUDGET – TO – ACTUAL AND ENCUMBRANCES



(UNAUDITED)



REVENUE – IMPACT FEES BUDGET – TO – ACTUAL

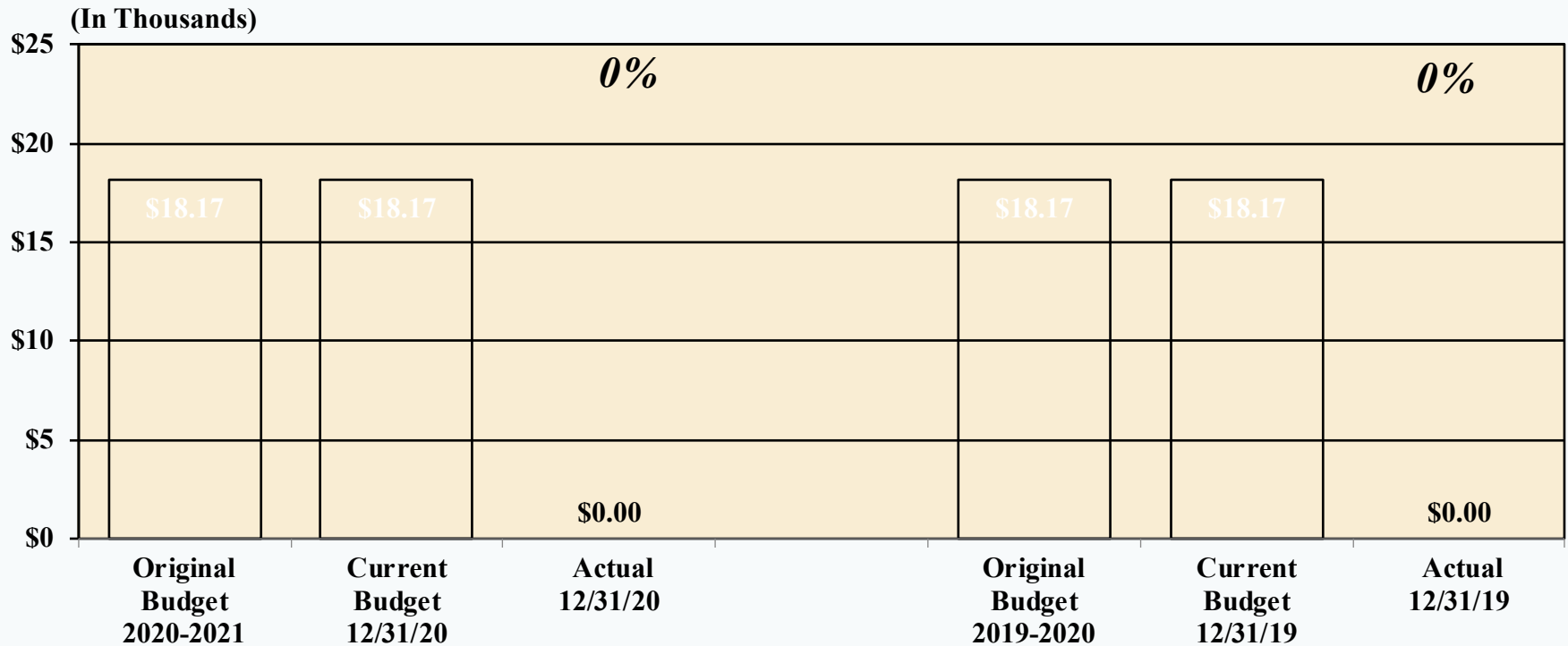


(UNAUDITED)



EXPENDITURES – IMPACT FEES

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances /Current Year : 0%

Actual Less Encumbrances / Prior Year: 0%

IMPACT FEES

COLLECTION & EXPENDITURE SUMMARY

Fund	Collections	Expended / Encumbered	Unspent Balance
FY 2008 Collections, Expended by 9/30/2014			
Parks & Rec. Avon Park	\$6,494.48	\$(4,623.89)	\$1,870.59
FY 2009 Collections, Expended by 9/30/2015			
Transportation Lake Placid	62,147.41	(13,134.44)	49,012.97
Parks & Rec. Avon Park	2,415.54	0.00	2,415.54
Corrections Facilities	10,289.43	(7,349.64)	2,939.79
Libraries	3,658.77	(2,693.98)	964.79
Law Enforcement	3,201.05	(2,476.89)	724.16
EMS	1,700.77	(1,259.85)	440.92
FY 2011 Collections, Expended by 9/30/2017			
Transportation Lake Placid	0.00	(49,012.97)	(49,012.97)
Fire	4,053.27	(832.97)	3,220.30
EMS	365.94	0.00	365.94
TOTAL			\$12,942.03

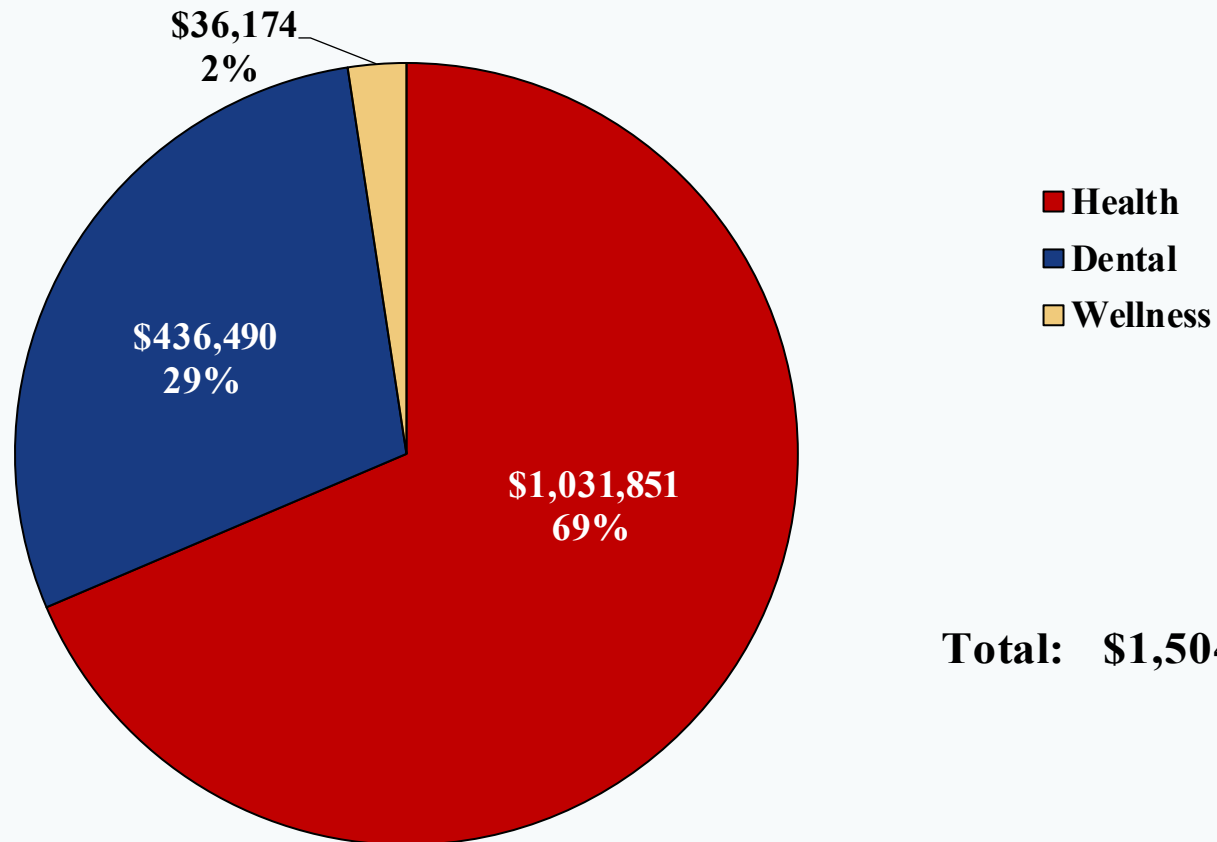
(UNAUDITED)



EMPLOYEE BENEFIT FUND

FUND BALANCE

As of December 31, 2020

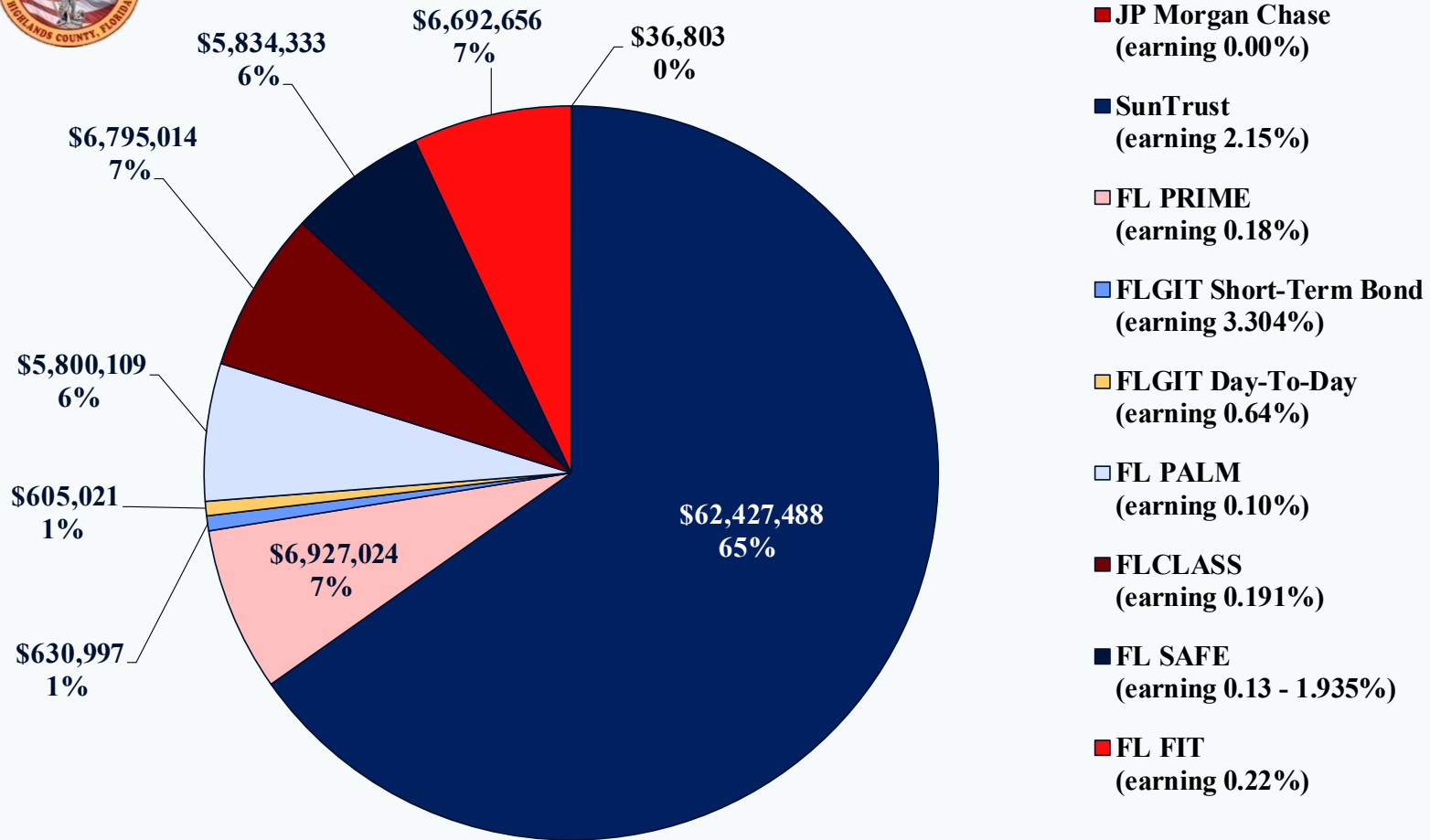


Total: \$1,504,515

(UNAUDITED)

BOCC INVESTMENT PORTFOLIO

As of December 31, 2020



TOTAL: \$95,749,445

(UNAUDITED)



BOCC INVESTMENT PORTFOLIO

As of December 31, 2020

Investment	Book Value	Market Value	Rate of Return		Investment Earnings		Quarterly Fees	Credit Rating	Purchase Date	Maturity Date	Average Maturity (In Days)	Portfolio Diversification		
	General Ledger Balance	Statement Balance	30-day	12-Month	Quarter	YTD						% of Total Portfolio	% By Institution	% By Type
JP Morgan Chase - Cigna	\$ 352,000.00	\$ 36,802.50	0.000%	0.000%	\$ -	\$ -	\$ -	(c) 5 stars	N/A	N/A	0	0.04%	0.04%	
SunTrust Clearing	60,449,460.23	62,411,668.31	0.179%	2.150%	174,029.04	174,029.04	-	(c) 5 stars	N/A	N/A	0	65.18%		
SunTrust Sweep	17,809.38	15,819.56	0.179%	2.150%	93.37	93.37	-	(c) 5 stars	N/A	N/A	0	0.02%	65.20%	
TD Bank - Clearing	-	-	0.000%	0.000%	-	-	679.73	(c) 4 stars	N/A	N/A	0	0.00%		65.24%
TD Bank - 12 month CD	-	-	0.000%	0.000%	18,265.61	18,265.61	(e)	Not Rated	12/20/2019	12/21/2020	0	0.00%	0.00%	0.00%
FL PRIME	6,927,024.05	6,927,024.05	0.015%	0.180%	4,985.17	4,985.17	(e)	(d) AAAM	Various	N/A	1	7.23%	7.23%	
FLGIT - Short-Term Bond	630,997.38	630,997.38	0.112%	3.304%	1,173.29	1,173.29	(e)	(d) AAAM	Various	N/A	3	0.66%		
FLGIT - Day to Day Fund	605,021.20	605,021.20	0.009%	0.640%	210.22	210.22	(e)	(d) AAAM	Various	N/A	1	0.63%	1.29%	
FL PALM	5,800,109.44	5,800,109.44	0.008%	0.100%	2,419.42	2,419.42	(e)	(d) AAAM	Various	N/A	1	6.06%	6.06%	
FL CLASS	6,795,014.34	6,795,014.34	0.016%	0.191%	4,313.70	4,313.70	(e)	(d) AAAM	Various	N/A	1	7.10%	7.10%	
FL SAFE - Stable NAV	2,625,831.91	2,625,831.91	0.011%	0.130%	1,077.17	1,077.17	(e)	(d) AAAM	Various	N/A	1	2.74%		
FL SAFE - Variable NAV	3,208,500.00	3,208,500.00	0.075%	1.935%	2,700.00	2,700.00	(e)	(d) AAAM	11/1/2017	3/31/2021	90	3.35%	6.09%	
FL FIT - Cash Pool	6,692,655.99	6,692,655.99	0.019%	0.220%	7,458.39	7,458.39	(e)	(d) AAAM	Various	N/A	1	6.99%	6.99%	34.76%
	\$ 94,104,423.92	\$ 95,749,444.68	0.124%	1.544%	\$216,725.38	\$216,725.38	\$ 679.73			(b) WAM	3	100.00%	100.00%	100.00%

Benchmark (a)	0.005%	0.060%
Above/(Below) Benchmark	0.119%	1.484%

(a) S&P Rated GIP Index/Government Net Yield Benchmark (as of January 1, 2021)

(b) WAM (Weighted Average Maturity)

(c) At Bauer Financial, banks are rated by stars. As of 9/30/2020, JP Morgan Chase and SunTrust were rated 5 stars and TD Bank was rated 4 stars. The rating system is: 5 star is Superior; 4 star is Excellent; 3 1/2 star is Good; 3 star is Adequate; 2 star is Problematic; 1 star is Troubled.

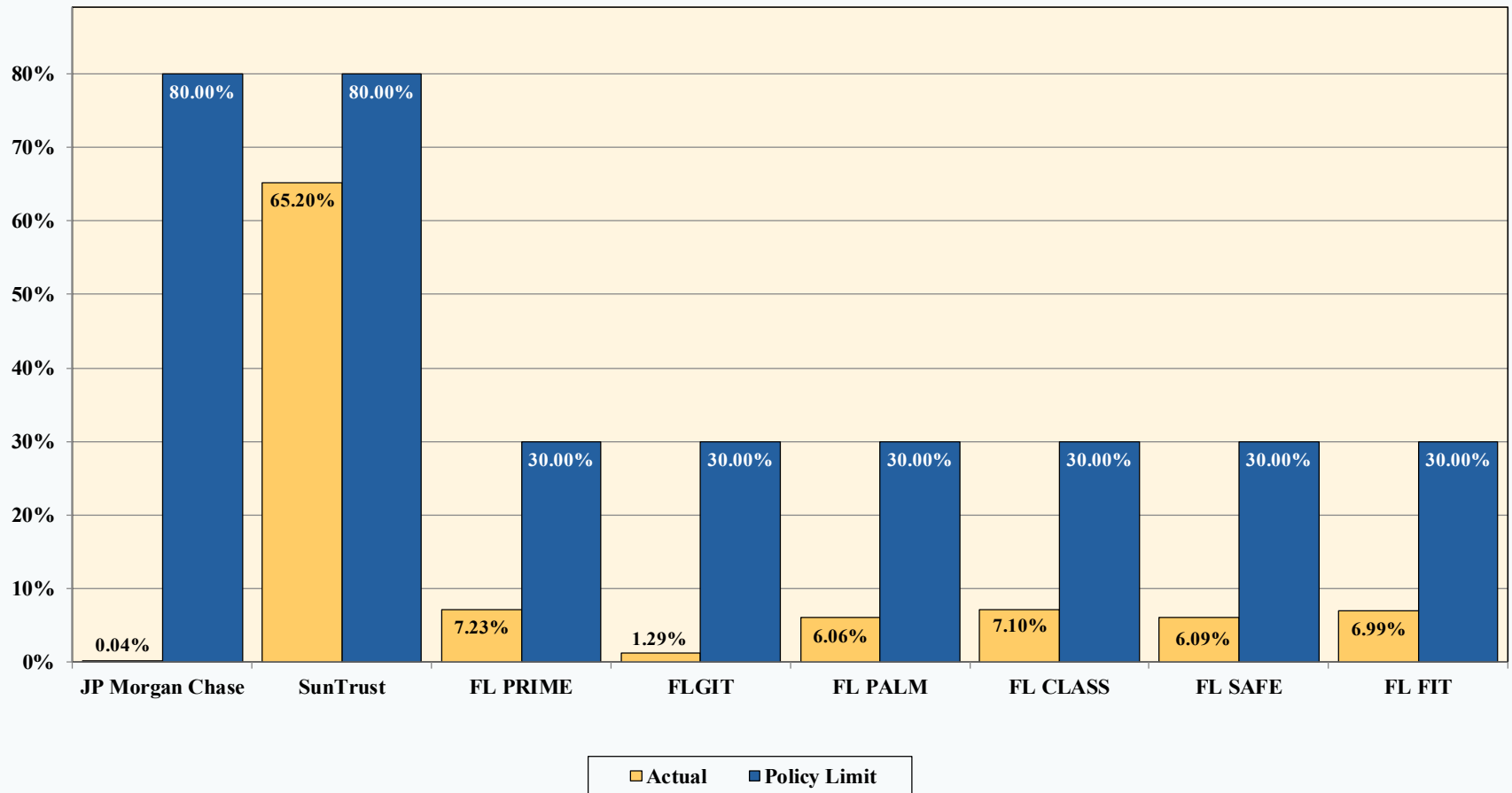
(d) The Standard & Poor's rating scale is as follows, from excellent to poor: AAA, AA+, AA, AA-, A+, A, A-, BBB+, BBB, BBB-, BB+, BB, BB-, B+, B, B-, CCC+, CCC, CCC-, CC, C, D. Any rating lower than a BBB- is considered a speculative or junk bond.

(e) All rates of return are reported net of fees.

(UNAUDITED)

BOCC INVESTMENT PORTFOLIO ISSUER LIMITATIONS

As of December 31, 2020

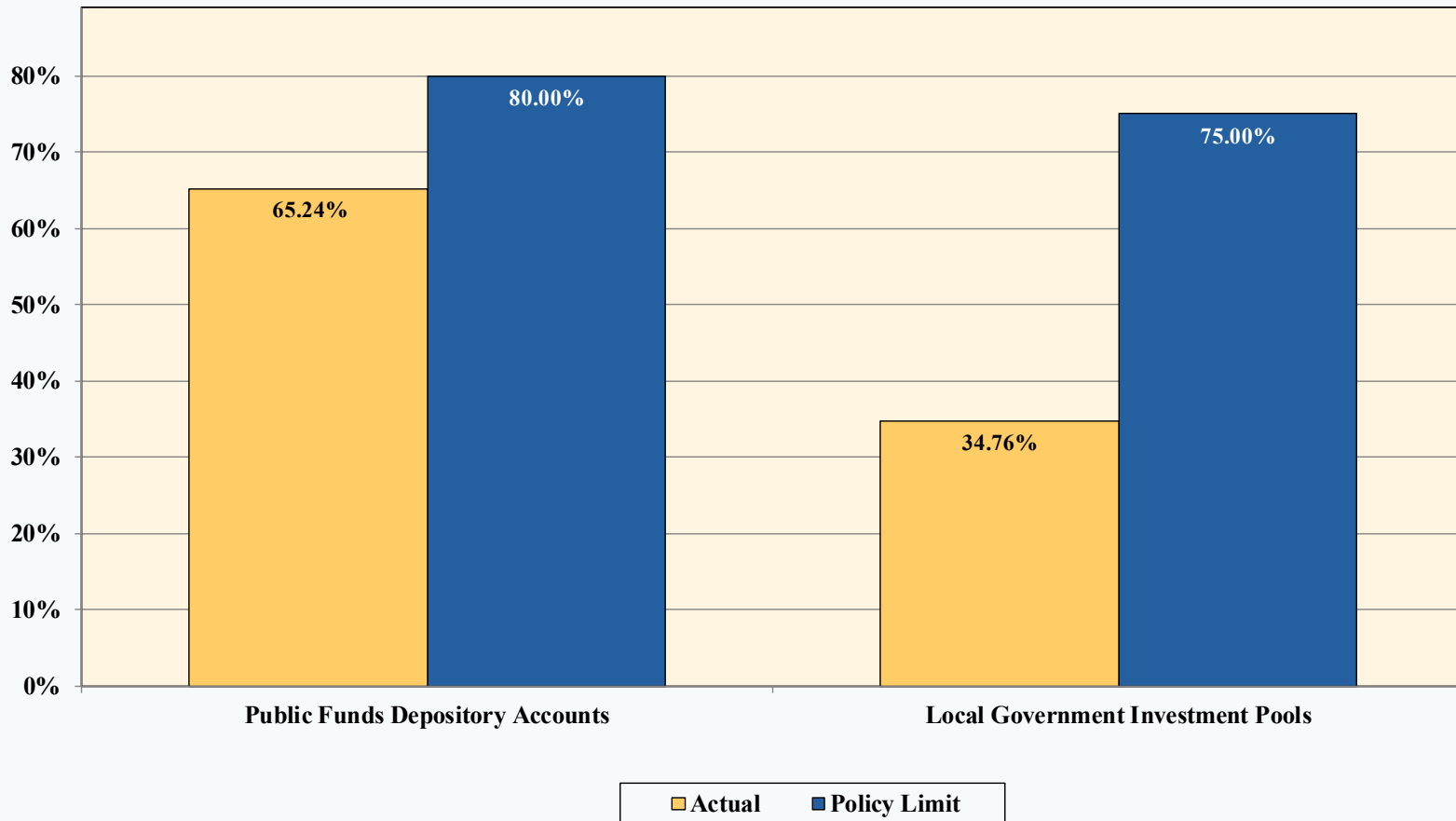


(UNAUDITED)



BOCC INVESTMENT PORTFOLIO TYPE LIMITATIONS

As of December 31, 2020



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER:

SUBJECT/TITLE: Request approval to pay all duly authorized bills February 2, 2021.

RECOMMENDED ACTION

Move approval to pay all duly authorized bills February 2, 2021.

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2 2021

PRESENTER: Brandon Gunn, Purchasing Agent

SUBJECT/TITLE: Request approval to move forward with the direct sale of 25 County owned surplus properties and provide the Chair the authority to execute the Sale and Purchase Agreement For Available Property List Properties and Deeds.

STATEMENT OF ISSUE

The Board has approved the direct sale of certain County owned properties approved for listing on the Available Property List.

Offers have been submitted for the properties referenced in the attached Notice of Intent to the Purchasing staff. The buyers have made the required 10% deposit on the properties. The final payment and recording fees will be paid at time of closing.

In accordance with Ordinance 16-17-08, the Notice of Intent to Accept Offer was posted.

RECOMMENDED ACTION

Move to approve the the sale of 25 County owned surplus property and provide the Chair the authority to execute the Sale and Purchase Agreement For Available Property List Properties and Deeds.

FISCAL IMPACT

The fiscal impact represents increased revenue totaling \$16,000.00 to the General Fund from sale of the property and the property will be on the Tax Roll.

Attachments: [Granicus Notice.pdf](#)

Pending Sale

Property	Buyer	Date Noticed	Price
5223 SAN JUAN DR, SEBRING	Elbert Heron	1/15/2021	\$ 640.00
6401 CORTEZ BLVD, SEBRING	Serge Jean-Pierre	1/15/2021	\$ 640.00
6107 BENEVENTO AVE SEBRING	Lovemore Zinhema	1/15/2021	\$ 640.00
6115 BENEVENTO AVE, SEBRING	Lovemore Zinhema	1/15/2021	\$ 640.00
8726 SANADA ST, SEBRING	Lovemore Zinhema	1/15/2021	\$ 640.00
8730 SANADA ST, SEBRING	Lovemore Zinhema	1/15/2021	\$ 640.00
7622 YUMURI ST, SEBRING	Carol Quallo	1/15/2021	\$ 640.00
7634 YUMURI ST, SEBRING	Carol Quallo	1/15/2021	\$ 640.00
7903 CARILLO DR, SEBRING	Annalie Holmes	1/15/2021	\$ 640.00
8011 CARILLO DR, SEBRING	Annalie Holmes	1/15/2021	\$ 640.00
7928 CARILLO DR, SEBRING	Annalie Holmes	1/15/2021	\$ 640.00
7936 CARILLO DR, SEBRING	Annalie Holmes	1/15/2021	\$ 640.00
8022 CARILLO DR, SEBRING	Annalie Holmes	1/15/2021	\$ 640.00
8226 CARILLO DR, SEBRING	Annalie Holmes	1/15/2021	\$ 640.00
7301 LAGUNA ST, SEBRING	Daniel Maltese & Oneida Borisud	1/15/2021	\$ 640.00
8008 WYNN ST, SEBRING	Daniel Maltese & Oneida Borisud	1/15/2021	\$ 640.00
8034 WYNN ST, SEBRING	Melissa Orozco	1/15/2021	\$ 640.00
7904 VITTORIO ST, SEBRING	Daniel Maltese & Oneida Borisud	1/15/2021	\$ 640.00
6401 BENEVENTO AVE, SEBRING	Andrea & Alexander Valazquez	1/15/2021	\$ 640.00
6424 ALCALA AVE, SEBRING	Andrea & Alexander Valazquez	1/15/2021	\$ 640.00
6410 ALCALA AVE, SEBRING	Andrea & Alexander Valazquez	1/15/2021	\$ 640.00
7608 VITTORIO ST, SEBRING	Joshua Collazo	1/15/2021	\$ 640.00
7802 VITTORIO ST, SEBRING	Joshua Collazo	1/15/2021	\$ 640.00
7814 VITTORIO ST SEBRING	Joshua Collazo	1/15/2021	\$ 640.00
7734 WYNN ST, SEBRING	Carey & Anna-Kaye Campbell	1/15/2021	\$ 640.00

\$ 16,000.00

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Meghan DiGiacomo, Executive Manager of Business & Economic Development

SUBJECT/TITLE: Request for support and signature on the Florida Heartland Economic Region of Opportunity (FHRO) Letter of Support for Department of Economic Opportunity Grant Application.

STATEMENT OF ISSUE

Each year the Florida Heartland Economic Region of Opportunity (FHRO) Board reaches out to the individual communities within the region to provide a letter of support to supplement the annual Department of Economic Opportunity (DEO) grant application packet. FHRO provides economic development support and collaboration throughout the south central region through marketing, facilitation and advocacy in rural South Central Florida. The regional collaboration builds capacity by linking and uniting leadership networks. Over the last few years the Counties in the FHRO region have seen the benefit of collaboration and leveraging each other's resources to gain strength individually, as well as regionally. The Counties, as well as other regional partners, value the ability to have discussions and resolve issues with partners that not only understand, but share the same challenges, goals and aspirations.

RECOMMENDED ACTION

Request for support and signature on the Florida Heartland Economic Region of Opportunity (FHRO) Letter of Support for Department of Economic Opportunity Grant Application.

FISCAL IMPACT

No Fiscal Impact.

Attachments: [Letter of support_FHRO.pdf](#)
[FHRO 2019-2020 Accomplishments.pdf](#)



**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ADMINISTRATION**

600 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

February 2, 2021

Mr. Terry Burroughs, Chairman
Florida Heartland Economic Region of Opportunity, Inc. (FHRO)
304 NW 2nd Street, Room 123
Okeechobee, FL

Dear Chairman Burroughs,

On behalf of Highlands County, it is a privilege to provide this letter of support for FHRO's grant application being submitted to the Department of Economic Opportunity.

FHRO provides economic development support and collaboration throughout the south-central region through marketing, facilitation and advocacy in rural South-Central Florida. The regional collaboration builds capacity by linking and uniting leadership networks. Over the last few years the Counties in the FHRO region have seen the benefit of collaboration and leveraging each other's resources to gain strength individually, as well as regionally. The Counties, as well as other regional partners, value the ability to have discussions and resolve issues with partners that not only understand, but share the same challenges, goals and aspirations.

We appreciate the FHRO Board of Directors' and staff's proactive approach to regional collaboration. We look forward to their continued success.

Sincerely,

Scott Kirouac
Chair, Board of County Commissioners



Memo To: FHERO Board of Directors

Re: 2019-2020 Accomplishments

Good Afternoon,

As we approach the end of the funding cycle, the Board of Directors is furnished a list of accomplishments from the FHERO. This helps in supporting the funding we receive from each City and County, but also provides insight to the value of the organization to the South Central Regional of Opportunity (RAO) as designated by the legislature. The following is a list of accomplishments during this fiscal year:

1. Submitted a Regional Development Grant to DEO with the following deliverables.
 - a. To develop strategic plans for Okeechobee, Desoto, Immokalee EDC's
 - b. Provide educational training dollars for each EDO to achieve their CECd certification
 - c. Elected officials economic development training
 - d. The proposed custom resource *Guide to the Heartland Economic Development Region*, shall be described as a 32-page, plus cover publication, printed in four-color process. The content will cover all aspects of working, business and quality of life of the assets of the six county and four cities of FHERO
 - a. Joint meetings between Enterprise Florida, DEO and FHERO EDOs
2. Continued implementation of skill gap analysis as outlined
3. Provided Business Retention and Expansion guidelines to each EDO member for tailoring to their own respective communities.
4. Successfully managed legislative bill to increase funding for the rural development grant and to reduce the match on the rural infrastructure fund for the three RAOs.
5. Continued implementation of the initial portion of the strategic plan for FHERO as outlined in our three year strategic plan.
6. Participated on monthly REDI calls reporting economic development efforts in the South Central RAO to DEO.
7. Conducted bi-monthly meetings with the EDOs.
8. Conducted quarterly meetings with the Board of Directors and provided monthly emails on financial status.

As with any organization, we continue to rebuild the regional economic development organization to accommodate the ever changing business development environment we face each day. I hope this provides you some aspect of the work we are continuing to achieve in economic greatness in South Central Florida.

If you should have questions or concerns, I am always available to respond to your needs. I can be reached via email (tburroughs@co.okeechobee.fl.us) or via my cell phone (863-532-6036).

With Regards,

Terry W. Burroughs

Terry Burroughs

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Sarah Beth Rogers, Children's Advocacy Center Manager

SUBJECT/TITLE: Request approval of FY 20/21 Child Advocacy Trust Fund Award Agreement and Budget Amendment 20-21-048 and associated Resolution.

STATEMENT OF ISSUE

The Child Advocacy Trust Fund Grant helps to provide funding for direct services to victims of child abuse and/or their families.

RECOMMENDED ACTION

Move to approve FY 20/21 Child Advocacy Trust Fund Award Agreement and Budget Amendment 20-21-048 and associated Resolution.

FISCAL IMPACT

The fiscal impact will be an increase to the general fund (005) cost center (3995) project 20035 in the amount of \$3,542.85.

Attachments: [20-21-048 Project 20035 CATF 20-21 \(BA\).pdf](#)
[20-21-048R Project 20035 CATF 20-21 \(Resoulution\).pdf](#)
[Please_DocuSign_FY20-21_DCF_Agreement.pdf](#)

January 11, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

(Transfers over \$5,000 require Board approval)

DATE: 1/7/2021

SUBMITTED BY: Mercedes McNew

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 3995

PROJECT(S) #: 20035 PROJECT TITLE(S): CATF 20/21 COST CENTER TITLE(S): Children's Advocacy Center

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	005		3346900Z	Project Other Human Services	20035	0.00	3,542.85		3,542.85
E	005	3995	51200Z	Project RegularSalaries	20035	0.00	3,542.85		3,542.85
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: To appropriate the FY 20-21 Child Advocacy Trust Fund (CATF) Grant to direct services to victims of child abuse and/or their families.

OFFICE USE ONLY

OMB RECOMMENDATION:

 Approval
Denial

REQUEST # 20-21-048

TRANSFER TYPE:

ACTION:

Board ☐ Approved ☐ Denied
County Administrator ☐ Approved ☐ Denied

☐ ITEM TO ITEM
☐ RESERVE
☐ BY RESOLUTION
☐ SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

RESOLUTION NO. 20-21- _____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR HIGHLANDS COUNTY, FLORIDA AUTHORIZING
AMENDMENT TO THE GENERAL FUND.**

WHEREAS, Section 129.06, Florida Statute (Execution and Amendment of Budget) Provides that the Board of County Commissioners may by resolution or by motion in the Minutes execute and amend the budget; and

WHEREAS, the following budget amendment is necessary and proper within the General Fund; and

WHEREAS, to setup funding for Project 20035 Child Advocacy Trust Fund Award in the amount of \$3,542.85, for revenue that that will be received from the FNCAC; and

WHEREAS, the funds must be appropriated to be used for direct services to victims of child abuse or their family members.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that budget amendment 20-21-048 is hereby approved and authorized.

**BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA**

Chairperson

Attest: _____
Clerk of Courts

Approved as to Budgetary Requirements

OMB Department

CSFA No. 60.124

20-21-DCF-CAC-23

Child Advocacy Trust Fund Award Agreement

Agreement made the date set forth below, between the Florida Network of Children's Advocacy Centers, Inc., a not-for-profit corporation qualified to do business in Florida (hereinafter referred to as the "FNCAC"), and **Highlands County, a Political Subdivision of the State of Florida**, a Children's Advocacy Center as defined in Section 39.3035, Florida Statutes (hereinafter referred to as the "CAC"):

Recitals

WHEREAS, the FNCAC has entered into a contract effective July 1, 2020 with the Florida Department of Children and Families (hereinafter referred to as the "Department") providing for the disbursement of funds from the Grants and Donations Trust Fund to the FNCAC (hereinafter referred to as the "Contract"); and

WHEREAS, funds disbursed to the FNCAC by the Department under the Contract are to be used by the CAC with the goal of improving the safety, permanency, and well-being of families and children involved in an allegation of child maltreatment by providing community-based services that augment, but that do not duplicate, services provided by state agencies;

THEREFORE, the FNCAC and the CAC, in consideration of the mutual promises contained in this Agreement, agree as follows:

Section 1. Term of Agreement. The term of this Agreement commences on July 1, 2020 and continues through June 30, 2021.

Section 2. Amount of Agreement. The amount awarded to the CAC under this Agreement shall be \$2,544.27 for the period July 1, 2020 through June 30, 2021 with an additional allocation of \$998.58 for the period October 1, 2020 through June 30, 2021. Any funds not utilized by June 30, 2021 shall be refunded to the FNCAC.

Section 3. Services Funded by Agreement. The CAC agrees to use the funds awarded under this Agreement to fund only direct services to victims of child abuse (primary victim) or their non-offending family member/caregiver. The CAC further agrees that the funds awarded under this Agreement will augment, but not duplicate, services provided by state agencies.

Section 4. Scope of Work. The Scope of Work is attached to this Agreement as Exhibit A and the List of Services that this Agreement will fund is attached to this Agreement as Exhibit B, which are incorporated herein by reference.

Section 5. Compliance with Statutory Requirements. By signing this Agreement, the CAC affirms that it complies with all of the standards set forth in Section 39.3035(1) and the screening requirements set forth in Section 39.3035(2), Florida Statutes. If, during the term of this Agreement, the CAC fails to comply with the standards or screening requirements set forth in subsections (1) and (2) of Section 39.3035, Florida Statutes, the CAC shall immediately notify the FNCAC. Failure to comply with

those standards and screening requirement shall require the CAC to refund all unused funds awarded under this Agreement to the FNCAC.

Section 6. Duty of CAC to Collect and Submit Data. During the term of this Agreement, the CAC shall collect and submit to the FNCAC no later than the tenth day of each month a Monthly Activity Report setting forth the number of augmented and unduplicated units of service and number of victims of child abuse or their non-offending family member/caregiver seen delivered under this Agreement. The Monthly Services Detail Report must accompany the Monthly Activity Report. The Monthly Activity Report and Monthly Services Detail Report are attached to this Agreement as Attachment A, which is incorporated herein by reference.

All Monthly Reports shall be submitted via Track-It! Track-It! is an electronic document management system for child advocacy centers to utilize in the submission of reports and other documents to the FNCAC. The Track-It! URL is: <https://trackitweb.fncac.org/trackitweb/selfservice>.

The CAC shall submit to the FNCAC via Track-It! no later than July 15, 2021 the Final Report Data Form providing demographic data, year-to-date units of service provided and number of clients, which is attached to this Agreement as Attachment B, and is incorporated herein by reference.

Section 7. Budget. Upon the execution of this Agreement, the CAC shall submit to the FNCAC, on the form attached to this Agreement as Exhibit C, which is incorporated herein by reference, a budget and a narrative describing how the funds awarded under this Agreement will be used during the term of this Agreement.

Section 8. Service Delivery Documentation Requirements. The CAC shall maintain records documenting the total number of clients/recipients and names (or unique identifiers) of clients/recipients to whom augmented and unduplicated services were provided and the date(s) that the services were provided so that an audit trail documenting service provision can be maintained.

Section 9. Civil Rights Requirements. In accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, or the Florida Civil Rights Act of 1992, as applicable the CAC shall not discriminate against any employee (or applicant for employment) in the performance of this Agreement because of race, color, religion, sex, national origin, disability, age, or marital status. Further, the CAC agrees not to discriminate against any applicant, client, or employee in service delivery or benefits in connection with any of its programs and activities in accordance with 45 CFR, Parts 80, 83, 84, 90, and 91, Title VI of the Civil Rights Act of 1964, or the Florida Civil Rights Act of 1992, as applicable and Children and Families Operating Procedure (CFOP) 60-16. These requirements shall apply to all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities. If employing fifteen or more employees, the CAC shall complete the Civil Rights Compliance Checklist, CF Form 946 within thirty (30) days of execution of this Agreement and annually thereafter in accordance with CFOP 60-16 and 45 CFR, Part 80.

Section 10. Emergency Preparedness Plan. If the tasks to be performed pursuant to this Agreement include the physical care or supervision of clients, the CAC shall, within thirty (30) days of the execution of this Agreement, submit to the FNCAC's Contract Manager an emergency preparedness plan which shall include provisions for records protection, alternative accommodations for clients in substitute care (any kind of custodial or residential care for a child that is ordered or otherwise sanctioned

by the court, and in which a child does not continue to live with either of the birth parents. Foster Care and Adoption are examples for substitute care), supplies, and a recovery plan that will allow the CAC to continue functioning in compliance with the executed Agreement in the event of an actual emergency. For the purpose of disaster planning, the term “supervision” includes a child who is under the jurisdiction of a dependency court. Children may remain in their homes, be placed in a non-licensed relative/non-relative home or be placed in a licensed foster care setting. If during the course of this Agreement, there are any modifications to the plan, the CAC shall submit the updated plan to the FNCAC Contract Manager. The FNCAC agrees to respond in writing within thirty (30) days of receipt of the updated plan, accepting, rejecting, or requesting modifications. In the event of an emergency, the FNCAC may exercise oversight authority over such CAC in order to assume implementation of agreed emergency relief provisions.

Section 11. Emergency Support to the Deaf and Hard-of-Hearing. The CAC and its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as implemented by 45 CFR Part 84 (hereinafter referred to as “Section 504”), the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131, as implemented by 28 CFR Part 35 (hereinafter referred to as the “ADA”), and the Children and Families Operating Procedure (CFOP) 60-10, Chapter 4, entitled Auxiliary Aids and Services for the Deaf or Hard-of-Hearing.

If the CAC or any of its subcontractors employs fifteen (15) or more employees, the CAC shall designate a Single Point of Contact (one per firm) to ensure effective communication with deaf or hard-of-hearing customers/clients or companions in accordance with Section 504 of the ADA, and CFOP 60-10, Chapter 4. The CAC’s Single Point of Contact and that of its subcontractors will process the compliance data into the Department’s Health and Human Services (hereinafter referred to as the “HHS”) Compliance Reporting Database (https://fs16.formsite.com/DCFTraining/Monthly-Summary-Report/form_login.html) by the fifth (5th) business day of the month, covering the previous month’s reporting, and forward confirmation of submission to the FNCAC’s Contract Manager. The name and contact information for the CAC’s Single Point of Contact shall be furnished to the FNCAC’s Contract Manager within fourteen (14) calendar days of the effective date of this requirement.

The CAC shall, within thirty (30) days of the effective date of this requirement, contractually require that its subcontractors comply with Section 504, the ADA, and CFOP 60-10, Chapter 4. A Single Point of Contact shall be required for each subcontractor that employs fifteen (15) or more employees. This Single Point of Contact will ensure effective communication with deaf or hard-of-hearing customers/clients or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the CAC’s Single Point of Contact.

The CAC’s Single Point of Contact shall ensure that employees are aware of the requirements, roles & responsibilities, and contact points associated with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of the CACs and its subcontractors with fifteen (15) or more employees shall attest in writing that they are familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4. This attestation shall be maintained in the employee’s personnel file.

The CAC’s Single Point of Contact will ensure that conspicuous notices, which provide information about the availability of appropriate auxiliary aids and services at no-cost to the deaf or hard-of-hearing customers/clients or companions are posted near where people enter or are admitted within the CAC locations. Such notices must be posted immediately by the CAC and its subcontractors. The approved notice is available at: <https://myflfamilies.com/service-programs/deaf-and-hard-hearing/CACs/dcf-posters.shtml>.

The CAC and its subcontractors shall document the customer/client's or companion's preferred method of communication and any requested auxiliary aids/services provided in the customer/client's record. Documentation, with supporting justification, must also be made if any request was not honored. The CAC shall distribute Customer Feedback forms to customers/clients or companions and provide assistance in completing the forms as requested by the customer/client or companion.

If customers/clients or companions are referred to other agencies, the CAC must ensure that the receiving agency is notified of the customer/client's or companion's preferred method of communication and any auxiliary aids/service needs.

The Department and the FNCAC requires each CAC agency's direct service employees and/or subcontractors to complete training on serving our Customers who are Deaf and Hard-of-Hearing and sign the Attestation of Understanding (Deaf and Hard-of-Hearing Training Attestation), which is attached to this Agreement as Attachment C, and is incorporated herein by reference. Direct service employees performing services under this Agreement will also print their certificate of completion, attach it to their Attestation of Understanding, and maintain them in their personnel file.

The CAC shall submit monthly HHS reports to the FNCAC via Track-It!

Section 12. **Employment Screening.** All CAC employees and/or subcontractors utilized by the CAC for this Agreement who are required by Florida law to be screened in accordance with Chapter 435, Florida Statutes, are of good moral character and meet the "Level 2 Employment Screening" standards specified by Sections 435.04, 110.1127, and Subsection 39.001(2), Florida Statutes, as a condition of initial and continued employment that shall include but not be limited to:

- a. Employment history checks;
- b. Fingerprinting for all criminal record checks;
- c. Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement ("FDLE");
- d. Federal criminal records checks from the Federal Bureau of Investigation via the FDLE; and
- e. Security background investigation, which may include local criminal record checks through local law enforcement agencies.
- f. Attestation by each employee, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to Chapter 435 and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer), which is attached to this Agreement as Attachment D, and is incorporated herein by reference.

The CAC shall provide a signed affidavit each state fiscal year for the term of the Agreement stating that all required CAC employees have been screened and submit to the FNCAC.

Section 13. Records, Retention, Audits, Inspections and Investigations.

The CAC shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the FNCAC under this Agreement.

Retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement shall be maintained by the CAC during the term of this Agreement and retained for a period of six (6) years after completion of the Agreement or longer when required by law. In the event an audit is required under this Agreement, records shall be retained for a minimum period of six (6) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this Agreement, at no additional cost to the Department or the FNCAC.

Upon demand, at no additional cost to the Department or the FNCAC, the CAC will facilitate the duplication and transfer of any records or documents during the term of this Agreement and the required retention period stated above. These records shall be made available at all reasonable times for inspection, review, copying, or audit by federal, state, or other personnel duly authorized by the Department or the FNCAC.

The CAC shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Inspector General (Section 20.055, Florida Statutes). No record may be withheld nor may the CAC attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers or audits based on any claim that any record is exempt from public inspection or is confidential, proprietary or trade secret in nature; provided, however, that this provision does not limit any exemption to public inspection or copying to any such record.

Section 14. Security Agreement. All CAC employees and/or subcontractors who have access to the Department's information shall comply with, and be provided a copy of CFOP 50-2, and shall sign the DCF Security Agreement form CF 0114 annually. A copy of CF 0114 can be found at <https://www.myflfamilies.com/service-programs/samh/155-2/155-2-v13/Security%20Agreement%20Form.pdf>.

The CAC shall make every effort to protect and avoid unauthorized release of any personal or confidential information by ensuring both data and mobile storage devices are encrypted as prescribed in CFOP 50-2. If encryption of these devices is not possible, then the CAC shall assure that unencrypted personal and confidential Department data will not be stored on unencrypted storage devices.

The CAC agrees to notify the FNCAC's Contract Manager as soon as possible, but no later than five (5) business days following the determination of any breach or potential breach of personal and confidential Department data. The CAC shall at its own cost provide notice to affected parties no later than forty-five (45) days following the determination of any potential breach of personal or confidential Department data as provided in Section 501.171, Florida Statutes. The CAC shall also at its own cost implement measures deemed appropriate by the Department to avoid or mitigate potential injury to any person due to a breach or potential breach of personal and confidential Department data.

The CAC shall cause each of its subcontractors having access to Department data systems or maintaining any client or other confidential information in electronic form to comply with these provisions and the term "CAC" shall be deemed to mean the subcontractor for such purposes.

Section 15. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning the subject matter herein and all prior representations, statements, negotiations and undertakings are superseded or restated herein. The titles and headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this

Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. No amendment to this Agreement shall be effective unless it is in writing and signed by the CAC and an authorized corporate officer or employee of the FNCAC.

Section 16. Assignment. Neither this Agreement nor any duties or obligations under this Agreement shall be assignable by the CAC without the prior written consent of the FNCAC.

**Florida Network of Children's Advocacy
Center, Inc.**

**Highlands County, a Political Subdivision of the
State of Florida**

Cindy Vallely
Executive Director

Signature of Authorized Representative

Date

Date

Sarah E. Rogers

Print Name of Authorized Representative

EXHIBIT A – SCOPE OF WORK

A-1 Major Agreement Goals

The major goal of this service is to improve the safety, permanency, and well-being of families and children involved in an allegation of child maltreatment by providing community-based ***services that augment, but that do not duplicate, services provided by state agencies.***

A-2 Service Area/Locations/Times

A-2.1 Services for clients shall be delivered at the eligible Child Advocacy Centers.

A-2.2 Client services shall be available from 8:00 A.M. to 5:00 P.M., where there are eligible Child Advocacy Centers.

A-2.3 The CAC's administrative offices shall be open from 8:00 A.M. to 5:00 P.M., Monday through Friday, with the exception of the CAC's Board approved holidays.

A-2.4 The CAC shall notify the FNCAC Contract Manager, in writing, thirty (30) calendar days in advance of any changes in the street or mailing address, telephone number, electronic mail address, or facsimile number that affects the FNCAC's ability to contact the Provider.

A-3 Clients To Be Served

A-3.1 Victims of child abuse and/or their non-offending family member/caregiver.

A-4 Client Eligibility

A-4.1 Eligible clients are families and children who are involved in an investigation of alleged child maltreatment and identified by a child advocacy center to be in need of the services provided by a Children's Advocacy Center.

A-5 Client Determination

A-5.1 The Child Advocacy Center shall determine eligibility for services based on the signed Grants and Donations Trust Fund Award Agreement.

A-6 Equipment

A-6 .1 No equipment or property shall be purchased with these funds.

EXHIBIT B – LIST OF SERVICES

Below is a list of services funded under this Agreement. The list is only for direct services to victims of child abuse or their non-offending family member/caregiver. The services will **augment, but not duplicate**, services provided by state agencies i.e. the victim of child abuse or their non-offending family member(s) has already received one of the below services from the CAC and the service provided under this agreement is for additional services not funded by other state agencies. The child or non-offending caregiver must have already received services, which are listed below, before the CACs can use the DCF grant funds under this Agreement for the same child or non-offending caregiver.

- Primary victim is defined as: the child who has alleged abuse/neglect/witness to violence, drug endangered etc. (refer to the National Children’s Alliance (“NCA”) Standards and NCA required statistics reporting). If two siblings make allegations, then there are two primary victims.
- Direct service is direct contact with a person – not just leaving a message or sending correspondence.

B-1 Advocacy

Advocacy services include the following activities on behalf of/for the primary victim and/or family member/caregiver and child witness:

- Crisis assessment and intervention, risk assessment, and safety planning and support for children and family member/caregiver at all stages of involvement with CAC
- Assessment of individual needs and cultural considerations for the child and family to ensure those needs are addressed
- Presence at CAC during the forensic interview in order to participate in information sharing; inform and support family about the coordinated, multidisciplinary response; and assess needs of child and non-offending family member/caregiver
- Provision of education and access to victims’ rights and crime victims’ compensation
- Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.)
- Provision of referrals for specialized, trauma focused, evidence-supported mental health and medical treatment, if not provided at the CAC
- Access to transportation to interviews, court, treatment and other case-related meetings
- Engagement in child and family response regarding participation in the investigation and/or prosecution
- Participation in case review in order to discuss the unique needs of the child and family and plan associated support services, ensure the seamless coordination of services, and ensure the child and family’s concerns are heard and addressed

- Provision of updates to the family on case status, continuances, dispositions, sentencing, and inmate status notification (including offender release from custody)
- Provision of court education and courthouse/courtroom tours, support, and accompaniment
- Coordinated case management meetings with all individuals providing victim advocacy services.

B-2 Mental Health Services:

- Therapy services are defined as specialized, evidence based, trauma focused mental health services.
 - Individual Therapy is a therapy session for one of the following: the primary victim, and/or family member/caregiver and sibling(s). Traditional individual therapy sessions are an hour and count as one service but the occasional 40-minute session with a child is understandable and would count as one service.
 - Family Therapy is with two or more family member/caregivers and counts as one service.
 - Group Therapy is ideally a group of three or more unrelated persons; however, it is understood that at times there may be a no show, or someone leaves the group and there is not another “suitable” member to join at that time. The group can be continued. One service per person in the group session is counted. For example, if there were 6 participants, 1 group therapy service would be counted with six participants and it must be documented in each participant’s file.
- Psychological Evaluation is a concise description of an individual’s current psychological and neurological functioning by a licensed psychologist or credentialed school psychologist through the interpretation of an individual’s psychological testing, history, clinical interviews, behavioral symptoms, and observation for the purpose of providing relevant and professionally sound opinions in matters where a child’s health and welfare may have been or may be harmed. The licensed psychologist or credentialed school psychologist must see the children or parents face-to-face. Service count would be one for the child and if an evaluation is done with a parent, one for the parent.

B-3 Forensic and Specialized Interviews conducted in the CAC:

- A forensic interview is a developmental and age appropriate interview conducted by staff designed to collect factual information from a child to determine if that child was the victim of a crime or witnessed a crime against another person. The forensic interview is conducted in a manner that is legally sound, of a neutral fact-finding nature, and is coordinated to avoid duplicative interviewing. Service counts will be on the primary victim and/or child witness and counts as one service.

- A specialized interview (SI) is an interview with a child or a member of the child's family for the purpose of gathering clinical data, family functioning, family history, or other information for assisting with the assessment of alleged child maltreatment. SI's may be done with the primary victim due to their age, developmental issues, not a prosecutable case, and other issues that are unique to each community. Specialized interviews are information gathering in nature, and include the development of a risk assessment, and may be more flexible, not following an interview protocol. Specialized interviews are not used/cannot be used for legal purposes. A specialized interview counts as one service.

B-4 Medical Evaluations:

Service counts will be on the primary victim and/or siblings:

- A child who is a suspected victim of child abuse should be assessed to determine the need for a medical evaluation.
- A medical evaluation (exam or consult) is conducted by a qualified medical provider with pediatric experience and child abuse expertise to:
 1. help ensure the health, safety and well-being of the child;
 2. diagnose, document, and address medical conditions resulting from abuse;
 3. differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions;
 4. diagnose, document, and address medical conditions unrelated to abuse; and
 5. assess the child for any developmental, emotional, or behavioral problems needing further evaluation and treatment and make referrals as necessary.
- Medical evaluations are routinely made available on-site or through linkage agreements with other appropriate agencies or providers.
- A medical evaluation counts as one service.

EXHIBIT C – FY20-21 BUDGET

1. Legal Name of Children’s Advocacy Center:

2. Description of Augmented and Unduplicated Direct Services that will be provided by the CAC with funds awarded under this agreement (*Advocacy, Mental Health, Forensic and Specialized Interviews and Medical Evaluation Services, refer to Exhibit B*):

For services July 1, 2020 - June 30, 2021

For services October 1, 2020 - June 30, 2021

3. Hourly Cost of Services being provided (*Explain how hourly cost is derived*):

For services July 1, 2020 - June 30, 2021

For services October 1, 2020 - June 30, 2021

4. Number of Units of Service to be provided (*Explain how number of units of service is derived*):

NOTE: This number is the baseline to be met for the funds awarded

For services July 1, 2020 - June 30, 2021

For services October 1, 2020 - June 30, 2021

5. Estimated Number of Victims of Child Abuse or their Non-Offending Family Member/Caregiver (clients) that will be served (<i>Explain how number is derived</i>):
For services July 1, 2020 - June 30, 2021 For services October 1, 2020 - June 30, 2021

ATTACHMENT A

A-1 Monthly Activity Report

A-2 Monthly Services Detail Report

ATTACHMENT B

2020-2021 DCF TRUST FUND FINAL REPORT DATA FORM

Instructions: The information required by this form relates ONLY to the funds your CAC was awarded from the DCF Child Advocacy Trust Fund by the FNCAC for FY 20-21, and the services that were provided from July 1, 2020 through June 30, 2021 as a result of your CAC being awarded those funds. **This report is due by July 15, 2021.**

DO NOT include statistics for all the children seen by your CAC.

For purposes of this Form, “unduplicated child” is defined as follows: A child is counted as a child only once regardless of the number of services that that child received as a result of the child’s referral to the CAC for a specific type of maltreatment. If the child was referred to the CAC during the same fiscal year for a new allegation and received services from the CAC as a result of that allegation, the child may be counted again.

Name of CAC: _____

Mailing Address: _____

City, State: _____ Zip Code: _____

Telephone number: () _____

Demographic Information:

1. Total number of unduplicated children served with Trust Fund Award: _____

2. Total number of families served with Trust Fund Award: _____

3. Gender of children served (total number should be equal to line 1):

Male: _____ Female: _____

4. Age of children in line 1 at the time of service (total number should be equal to line 1):

0-6 years: _____ 7-12 years: _____ 13-18 years: _____

5. Race or ethnicity of children served: White: _____ African American: _____

Hispanic: _____ Asian: _____ Other: _____

6. Of the children in line 1, the number of children seen for the following type of maltreatment (here you may count a child more than once if there were multiple types of maltreatment presenting):

Sexual Abuse: _____ Physical Abuse: _____ Neglect: _____

Witness to violence: _____ Drug endangered: _____
Other: _____

Amount Spent by CAC:

7. Amount of funds awarded CAC: _____
8. Amount of award spent by CAC: _____
9. Amount of unspent award returned to FNCAC: _____

Services Provided to Clients:

The totals for 10 & 11 should match the YTD column on line 1 of the Activity Report

10. Number of units of service provided to children by CAC with Trust Fund Award:

Advocacy: _____
Therapy services: _____
Psychological evaluations: _____
Forensic and specialized interviews: _____
Medical evaluations: _____

11. Number of units of service provided to non-offending family members/caregivers with Trust Fund Award:

Advocacy: _____
Therapy services: _____
Other (please list services as well as number): _____

12. Number of clients seen under Trust Fund Award:

The total should match the YTD column on line 2 of the Activity Report

Advocacy: _____
Therapy services: _____
Psychological evaluations: _____
Forensic and specialized interviews: _____
Medical evaluations: _____

13. Hourly rate for service provided with Trust Fund Award:

Advocacy: _____
Therapy services: _____
Psychological evaluations: _____
Forensic and specialized interviews: _____
Medical evaluations: _____

14. Additional information regarding Forensic Interviewers' services outside of performing forensic interviews for children seen and reported in the monthly services report

Signature of Authorized Representative

55

ATTACHMENT C

Deaf and Hard-of-Hearing Training Attestation Form

To support effective communications for customers or companions of the Department of Children and Families (DCF) who are deaf and hard-of-hearing every provider and subcontractor employee is required to know or be familiar with the following:

- Name, contact information, and role and responsibility for your DCF Contract Agency Single Point of Contact.
- Name, contact information, and role and responsibility for the DCF ADA/504 Coordinator,
- Requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.794, as implemented by C.F.R. Part 84, the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12131, as implemented by 28 C.F.R. Part 35, and the Children and Families Operating Procedure (CFOP) 60-10, Chapter 4 entitled “Auxiliary Aids and Services for the Deaf and Hard of Hearing.

Contact Information and Roles and Responsibilities

My Single Point of Contact at my location is:

Provider/ Subcontractor	Single Point of Contact	Phone	Email
Insert Company Name/Location			

This Single Point of Contact’s responsibility is to:

1. Ensure effective communication with deaf and hard of hearing Customers or Companions in accordance with the ADA and/or Section 504.
2. Capture the information required in the Auxiliary Aid Service Record described in Section G.8 within each Customer’s case record.
3. Summarize the records into a report and submit to the DCF Contract Manager who will forward to the appropriate DCF ADA/Section 504 Coordinator.
4. Ensure that information is provided to any agency to which a deaf and hard of hearing Customer or Companion is referred about the disabled person’s requested auxiliary aid or service.
5. Designate a Single Point of Contact as each contractual agreement with DCF is renewed.

DCF ADA/SECTION 504 COORDINATORS

The ADA/504 Coordinator responsible for my activity is:

Location	Coordinator	Phone	Email
Headquarters	Brittany Gardener	(850) 717-4566	Brittany.Gardener@myflfamilies.com
Northwest	Lisa Stephany	(850) 717-4557	Lisa.Stephany@myflfamilies.com
FSH	Freeman Bishop III	(850) 717-4565	Freeman.Bishop@myflfamilies.com
Northeast	Dick Valentine	(904) 485-9682	Dick.Valentine@myflfamilies.com
Central	Richard Dicks, Jr.	(407) 317-7552	Richard.Dicks@myflfamilies.com
SunCoast	Romina Artaza	(727) 373-1758	Romina.Artaza@myflfamilies.com
Southeast	Heather DePetro	(561) 227-6723	Heather.DePetro@myflfamilies.com
Southern	Shenna Fluriach	(786) 257-5218	Shenna.Fluriach@myflfamilies.com

The ADA/504 Coordinator's responsibility is to:

1. Disseminate specific plans and procedures to fully implement this agreement.
2. Analyze data collection collected in the Auxiliary Aid and Service Record and implement any corrective action plan, if warranted.
3. Answer questions and provide appropriate Technical Assistance regarding immediate access to and proper use of appropriate auxiliary aids and services.
4. Identify, develop and coordinate the distribution of qualified sign language and/or oral interpreters for the Direct Service Facilities.
5. Keep abreast of new technology and resources for ensuring effective communication with deaf and hard of hearing persons.
6. Submit a report describing the method for capturing all information required in the Customer Communication Template and Auxiliary Aid and Service Record.
7. Communicate with each Single Point of Contact concerning services to deaf and hard of hearing Customers or Companions.

I, Insert Employee's Name, attest to the following:

1. I received the names, contact information, and Roles and Responsibilities for the Contract Agency Single Point of Contact and the DCF ADA/504 Coordinator.
2. I understand that I will contact the Contract Agency Single Point of Contact, within my office, regarding assistance with the delivery of services to deaf and hard of hearing customers.
3. I am familiar with the requirements of Section 504, the ADA, and the CFOP 60-10, Chapter 4, entitled, Auxiliary Aids and Services for the Deaf and Hard of Hearing.

Signature _____ Date _____

*This document will be maintained in the personnel file.

ATTACHMENT D

ATTESTATION OF COMPLIANCE with Background Screening Requirements

Authority: This form shall be used by all required staff (employees/contractors) working on the Department of Children and Families Grant funded through Florida Network of Children's Advocacy Centers to comply with the attestation requirements of section 435.05(2), Florida Statutes, which state that every employee required to undergo Level 2 background screening must attest, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to this chapter and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.

This form must be maintained in the employee's personnel file.

Employee/Contractor Name:
Child Advocacy Center Name:
Address of Child Advocacy Center:

You must attest to meeting the requirements for employment and you may not have been arrested for and awaiting final disposition of, have been found guilty of, regardless of adjudication, or have entered a plea of nolo contendere (no contest) or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of state law or similar law of another jurisdiction: Criminal offenses found in section 435.04, F.S.

(a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.

(b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.

(c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.

(d) Section 777.04, relating to attempts, solicitation, and conspiracy to commit an offense listed in this subsection.

(e) Section 782.04, relating to murder.

(f) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.

(g) Section 782.071, relating to vehicular homicide.

(h) Section 782.09, relating to killing of an unborn child by injury to the mother.

(i) Chapter 784, relating to assault, battery, and culpable negligence, if the offense was a felony.

(j) Section 784.011, relating to assault, if the victim of the offense was a minor.

- (k) Section 784.03, relating to battery, if the victim of the offense was a minor.
- (l) Section 787.01, relating to kidnapping.
- (m) Section 787.02, relating to false imprisonment.
- (n) Section 787.025, relating to luring or enticing a child.
- (o) Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings.
- (p) Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person.
- (q) Section 790.115(1), relating to exhibiting firearms or weapons within 1,000 feet of a school.
- (r) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon on school property.
- (s) Section 794.011, relating to sexual battery.
- (t) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.
- (u) Section 794.05, relating to unlawful sexual activity with certain minors.
- (v) Chapter 796, relating to prostitution.
- (w) Section 798.02, relating to lewd and lascivious behavior.
- (x) Chapter 800, relating to lewdness and indecent exposure.
- (y) Section 806.01, relating to arson.
- (z) Section 810.02, relating to burglary.
- (aa) Section 810.14, relating to voyeurism, if the offense is a felony.
- (bb) Section 810.145, relating to video voyeurism, if the offense is a felony.
- (cc) Chapter 812, relating to theft, robbery, and related crimes, if the offense is a felony.
- (dd) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (ee) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- (ff) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- (gg) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- (hh) Section 826.04, relating to incest.
- (ii) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- (jj) Section 827.04, relating to contributing to the delinquency or dependency of a child.
- (kk) Former s. 827.05, relating to negligent treatment of children.
- (ll) Section 827.071, relating to sexual performance by a child.
- (mm) Section 843.01, relating to resisting arrest with violence.
- (nn) Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.
- (oo) Section 843.12, relating to aiding in an escape.
- (pp) Section 843.13, relating to aiding in the escape of juvenile inmates in correctional institutions.

(qq) Chapter 847, relating to obscene literature.

(rr) Section 874.05, relating to encouraging or recruiting another to join a criminal gang.

(ss) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

(tt) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.

(uu) Section 944.35(3), relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.

(vv) Section 944.40, relating to escape.

(ww) Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.

(xx) Section 944.47, relating to introduction of contraband into a correctional facility.

(yy) Section 985.701, relating to sexual misconduct in juvenile justice programs.

(zz) Section 985.711, relating to contraband introduced into detention facilities.

(3) The security background investigations under this section must ensure that no person subject to this section has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in s. 741.28, whether such act was committed in this state or in another jurisdiction.

Attestation

Under penalty of perjury, I, _____, hereby swear or affirm that I meet the requirements for qualifying for employment in regard to the background screening standards set forth in Chapter 435 F.S. In addition, I agree to inform my employer immediately if arrested for any of the disqualifying offenses while employed by or contracting for the Child Advocacy Center.

Employee/Contractor Signature

Title

Date

2020-2021 DCF Trust Fund Monthly Services Detail Report

Upload to Track-It No later than the 10th of the Month

CAC Name: _____

CAC #: _____

	Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Number of augmented and unduplicated units of service delivered with trust fund dollars												
2	Number of Victims of Child Abuse or their Non-Offending Family Member/Caregiver Seen with trust fund dollars												

Definitions:

Augmented Services – services delivered to families or children that increase the number of units of service delivered to the same family or children, or services delivered that increase the number of units and the number of families or children served that do not duplicate services provided by state agencies.

Unduplicated Services – services that are not already provided by state agencies.

Instructions:

- 1

Insert the units of service delivered for the current month and the previous month(s) in row #1. You are reporting the number of units of service that augment current services and those that duplicate services that are provide by other state agencies. This comes from the total of column F on the Monthly Services Detail Report.

YTD will automatically calculate. The total YTD at the end of the contract period should represent the number listed in Exhibit C #4 of your Trust Fund Agreement.
- 2

Insert the number of clients seen for the current month and the previous month(s) in row #2. This comes from the total of column D on the Monthly Services Detail Report.
Note: this may not be the same number as listed for units of service.

YTD will automatically calculate.

Note: If your previous month(s) numbers have changed from prior submissions, highlight and provide explanation for the change.

I certify that the above is true and a correct reflection of this period’s activities, as stipulated in this agreement.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment A-1

YTD
0
0

of service

o not

Upload to Track-It No later than the 10th of the Month

CAC #:

All columns below AND the certification must be completed; otherwise, the form will be returned.

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**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Sarah Beth Rogers, Children's Advocacy Center Manager

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-049 and associated resolution to allocate the CAC's Hospital District Board Grant Award for FY 20/21.

STATEMENT OF ISSUE

This Budget Amendment and associated Resolution will allocate the Children's Advocacy Center's Grant Award from the Hospital District Board for Fiscal Year 20/21.

RECOMMENDED ACTION

Move to approve Budget Amendment 20-21-049 and associated resolution to allocate the CAC's Hospital District Board Grant Award for FY 20/21.

FISCAL IMPACT

There is no fiscal impact as the check was already deposited into Fund 155, CC 1155. This is to merely allocate funding.

Attachments: [20-21-049 Proj 20036 Hospital District Board 20-21 \(BA\).pdf](#)
[20-21-049R Proj 20036 Hospital District Board 20-21 \(Resolution\).pdf](#)

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over \$5,000 require Board approval)

DATE: 1/9/2021

SUBMITTED BY: Mercedes McNew

FUND(S): 155 FUND TITLE(S): Hospital District COST CENTER(S) #: 1155
PROJECT(S) #: 20036 PROJECT TITLE(S): Hospital District Board 20/21 COST CENTER TITLE(S): Hospital District
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	155		3661000	Contributions & Donations		283,125.00		38,900.00	244,225.00
R	155		3661000Z	Project Donations/ Contributions	20036	0.00	38,900.00		38,900.00
E	155	1155	58100	Aid to Govt Agency		128,900.00		38,900.00	90,000.00
E	155	1155	53400Z	Project Contractual Services	20036	0.00	8,900.00		8,900.00
E	155	1155	51200Z	Project Regular Salaries	20036	0.00	20,000.00		20,000.00
E	155	1155	52100Z	Project FICA Taxes	20036	0.00	2,000.00		3,000.00
E	155	1155	52200Z	Project Retirement Contributions	20036	0.00	3,000.00		3,000.00
E	155	1155	52300Z	Project Life and Health Ins.	20036	0.00	2,500.00		2,000.00
E	155	1155	52400Z	Project Workers' Comp	20036	0.00	2,500.00		2,000.00

REASON: To set up funding for mental health and medical services for CAC Clients from the Hospital District.

OFFICE USE ONLY

OMB RECOMMENDATION:

 Approval
Denial

REQUEST # 20-21-049

TRANSFER TYPE:

ACTION:

Board Approved Denied
County Administrator Approved Denied

XX ITEM TO ITEM
 RESERVE
XX BY RESOLUTION
 SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: / /

Signature: _____

Posted by Clerk: _____

RESOLUTION NUMBER 20-21-_____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS IN AND FOR
HIGHLANDS COUNTY, FLORIDA AUTHORIZING AMENDMENT TO THE
HOSPITAL DISTRICT FUND.**

WHEREAS, Section 129.06, Florida Statutes (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution or by motion in the minutes execute and amend the budget; and

WHEREAS, the following budget amendment is necessary and proper within the Hospital District Fund; and

WHEREAS, to assign Project 20036 and set up funding for mental health and medical services for CAC clients from Hospital District Grant funds in the amount of \$38,900.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that budget amendment 20-21- 049 is hereby approved and authorized.

**BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA**

Chairperson

Attest: _____
Clerk of Courts

Approved as to Budgetary Requirements

OMB Department

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Dawn Ritter, Natural Resources Manager

SUBJECT/TITLE: Requesting approval of the new job description to Natural Resources Specialist I position approved by the Highlands County Board of County Commissioners on July 2020 and the reclassification of current Environmental Specialist to Natural Resources Specialist II.

STATEMENT OF ISSUE

We are requesting approval of the new job description to Natural Resources Specialist I position approved by the Highlands County Board of County Commissioners on July 2020 and the reclassification of current Environmental Specialist to Natural Resources Specialist II. The Natural Resources Specialist I position will be utilized by the Natural Resources division of the Road & Bridge Department, as well as utilized and reimbursed out of non-general fund sources, recapturing from the Districts, such as the Istokpoga Marsh Watershed Improvement District (IMWID). The reclassification revises the job title from Environmental Specialist to Natural Resources Specialist II, updates the position duties and responsibilities, and upgrades the pay grade 111 to pay grade 112. The requested revisions are based on the needs of the department and include changes to the sections of Essential Job Functions, Knowledge, Skills, and Abilities. As a result of the proposed position duties and responsibilities, we are recommending that the position be upgraded from a pay grade 111 to a pay grade 112.

RECOMMENDED ACTION

Move to approve the new job description to Natural Resources Specialist I position approved by the Highlands County Board of County Commissioners on July 2020 and the reclassification of current Environmental Specialist to Natural Resources Specialist II.

FISCAL IMPACT

No fiscal impact. Funding was approved by the Highlands County Board of County Commissioners on July 2020.

Attachments: [Environmental Specialist \(0987\) 5.1.2017.docx](#)
[Natural Resources Specialist I \(0987\) Revised 11.6.2020.docx](#)
[Natural Resources Specialist II \(TBD\) 11.6.2020.docx](#)

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	May 1, 2017	Department:	Road & Bridge/Natural Resources
Title/Job Code:	Environmental Specialist (0987)	Reports To:	Natural Resources Manager (0981)
Pay Grade/Salary Range:	111 - \$38,640.23 - \$59,892.36	Closing Date:	N/A

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This is a professional position responsible for support, planning, and implementation of conservation and preservation management practices, outreach, public relations, and maintenance issues relating to parks and natural resources in Highlands County. Serves as support and assists the Lakes Management staff.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Provides natural resource protection, conservation, and parks expertise in support of Highlands County Board of County Commissioners and public land management.
- Evaluates problems and recommends solutions in areas dealing with natural resource and conservation issues.
- Educates the public on natural resource protection and park-related issues and interacts with media for public relations purposes.
- Obtains grants to support department objectives and goals.
- Manages the Sun 'n Lake Preserve by implementation of site restoration projects such as thinning, roller-chopping, prescribed burning, and erosion control. Handles publicity, public relations, media inquiries, and responds to visitor questions regarding the Sun 'n Lake Preserve. Assists and coordinates Preserve special events and public outreach. Ensures Preserve rules are enforced.
- Encourages habitat restoration activities to include site mapping, concept planning, interagency coordination, and coordinating restoration activities of staff, volunteers, and/or contractors.
- Works closely with and reports to Florida Communities Trust to ensure management practices are followed.
- Keeps records including spatial data, maps, data bases, and reports of site's progress. Performs annual flora and fauna surveys. Monitors grounds for exotic and natural plant and animal species. Monitors and records wildlife sightings.
- Recognizes communities and maintains optimum invasive, exotic species control via natural, mechanicals and chemical means.
- Coordinates with outside agencies regarding land management activities.
- Conducts routine site inspections of environmental sites and formulate recommendations for impact avoidance and minimization.

Revised: XX/20XX

- Serves as liaison for the Natural Resources Advisory Commission and provides staff comments on Planning and Zoning and Board of Adjustment issues.
- Performs administrative operational duties, including, but not limited to, purchasing, inventory and field equipment maintenance and repair.
- Oversees, monitors, and reports on the Conservation Trust Fund.
- Assists with the parks and lakes management programs. Writes articles and publishes pertinent information as related to the department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of County procedures and functions.
- Good knowledge of natural resources and conservation techniques as related to the County.
- Ability to perform with a high degree of efficiency computer-based programs such as website design and maintenance, ArcGIS, and GPS.
- Originates spreadsheets and databases.
- Proficient in the use of PowerPoint, Adobe, Excel, and Word.
- Ability to meet deadlines.
- Write reports and interact with other county and state agencies, staff and the public.
- Ability to make public presentations and educate citizens.
- Skill in communicating clearly and concisely in both writing and orally.

PHYSICAL SKILLS:

The individual in this position: Must be able to remain in a stationary position for 50% of the time. The individual in this position frequently communicates with the public, volunteers, and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and equipment weighing up to 25 lbs. Consistently works in indoor and outdoor environments. Occasionally works in inclement outdoor weather conditions. In close proximity to bodies of water. Frequently operates motor vehicle for up to (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Natural Science or related field plus two (2) years of experience in a natural resource field.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential. Ability to swim.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	November 6, 2020	Department:	Road & Bridge/Natural Resources
Title/Job Code:	Natural Resources Specialist I (0987)	Reports To:	Natural Resources Manager (0981)
Pay Grade/Salary Range:	111 - \$38,640.23 - \$59,892.36	Closing Date:	N/A

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This position is responsible for support, planning, implementation, compliance review, and inspection of environmentally affected sites. Including implementation of land and aquatic management activities, site evaluation, regulation research, field sampling and testing, public education activities, record-keeping, data coordination, and grant writing. In addition to, conducting various compliance reviews and inspections, reviewing and analyze data, assessing, monitoring, efficiently write reports, and managing natural areas as needed. Serves as support and assists to the Natural Resources Management, Non-Ad Valorem and other supporting staff.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Serves as a liaison to the Highlands County Board of County Commissions and Istokpoga Marsh Watershed Improvement District (IMWID) to ensure proper interpretation of any such projects or matters.
- Regularly coordinate, plan, oversee, the IMWID area and regularly communicate with contractors, stakeholders, and government agencies regarding task associated in area.
- Routine and preventative maintenance of mechanical systems – culvert pipes, above ground impoundments, drainage improvements, etc.
- Arrange and supervise contractors and vendors, working with them to monitor time and work methods; understand repairs. Work is to be done by best practice, and with long-term planning and fixes.
- Ability to read and understand construction plans and surveys.
- Completing projects as requested or necessary to achieve final goal.
- Provide any reports to stakeholders or government agencies for ongoing projects.
- Provide support to Non-Ad Valorem, Purchasing, and Budgeting Departments in creating specification, bids, quotes, scheduling, and in such needed projects for IMWID.
- Recognizes communities and maintains optimum invasive, exotic species control via natural, mechanicals and chemical means.
- Conducts routine site inspections of environmental sites and formulate recommendations for impact avoidance and minimization.

- Provides natural resource protection, conservation, land expertise, and water quality support for Highlands County Board of County Commissioners and public.
- Provide support to Highlands County natural areas under higher-level supervision, by implementation site restoration projects including exotic plant control, prescribed burning, forestry, data collection, vegetation and animal surveying, site development, maintenance, and security.
- Keeps records including spatial data, maps, data bases, and reports of site's progress.
- Collect, enter, and review data for quality control and compliance requirements for water quality and conservation. Specific reports may be requested in order to evaluate critical trends or to assist in locating sources of pollutants.
- Assists with the conservation and lakes management programs. Writes articles and publishes pertinent information as related to the department.
- Review and assist in technical reports and analyze data, maps, and summary tables to verify investigation data. Support in permitting, planning, and resources conservation projects, applications for grant funding as well as the preparation of correspondence and technical reports to fulfill contract requirements for grants awards.
- Assist with special projects involving data collection, permitting, scheduling, obtaining quotes and bids, and such matters. Including the county-wide ambient surface water monitoring programs, water quality special projects and grants related to water quality assessment, Total Maximum Daily Loads, shoreline and stream restoration, National Pollutant Discharge Elimination System, public education, natural resources conservation, and the Istokpoga Marsh Watershed Improvement District.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good organizational, multi-tasking and time management skills.
- Demonstrated teamwork and collaboration in a professional setting.
- Effective problem-solving skills.
- Ability to build strong relationships with clients, partners, analysts and other stakeholders.
- Knowledge of herbicide treatment.
- Knowledge of environmental pollutants sampling and testing.
- Knowledge of federal, state, and local environmental control and mitigation laws and regulations.
- Skill in the use and operation of laboratory equipment.
- Ability to use and maintain a variety of field monitoring, spraying, and sampling equipment.
- Ability to safely operate water craft, ATV or UTV, pertinent to duties assigned.
- Working knowledge of GPS.
- Ability to effectively use Microsoft Office and related softwares.
- Ability to meet deadlines and accomplish daily tasks.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to maintain harmony with supervisory personnel and other appropriate County departments.
- Analyze and solve citizens problems or concerns.
- Communicate effectively in written and oral formats.

PHYSICAL SKILLS:

The individual in this position: Must be able to remain in a stationary position for 50% of the time. The individual in this position frequently communicates with the public, volunteers, and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and equipment weighing up to 40 lbs. Consistently works in indoor and outdoor environments. Occasionally works in inclement outdoor weather

conditions. In close proximity to bodies of water. Frequently operates motor vehicle for up to (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Associates degree from an accredited college or university with at least two (2) years on the job experience in a natural resource field.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential. Ability to swim.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	November 6, 2020	Department:	Road & Bridge/Natural Resources
Title/Job Code:	Natural Resources Specialist II (TBD)	Reports To:	Natural Resources Manager (0981)
Pay Grade/Salary Range:	112 - \$41,305.05 - \$64,084.83	Closing Date:	N/A

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This is a professional position providing technical support for a variety of projects related to water and natural resource evaluations, environmental permitting, environmental restoration, and environmental planning. Including planning and implementation of preservation, management, maintenance programs dealing with natural resources project management, conservation land, lake water, storm water flow, and pollution abatement. This position oversees a variety of environmentally sensitive projects which focus on state and federal activities and provides support for local, special benefit, regional and state agencies regarding natural resources management issues.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Serves as liaison for any Natural Resources committees such as the Natural Resources Advisory Commission and Lake Istokpoga Management Committee.
- Provide information and support on such issues like Planning and Zoning and Board of Adjustment issues.
- Provides input and comments concerning development plans in conjunction with County Land Development Regulations.
- Oversees, monitors, and reports on the Conservation Trust Fund and other agencies related to land management.
- Serves as project manager assistant for all environmental restoration projects, including financial, schedule, contractual, and technical management for any county, federal, and state projects.
- Review and create technical reports and analyze data, maps, and summary tables to verify investigation data.
- Support in managing and overseeing contracts, budgeting, drafting scopes of services, any bid support, implementation of the biological aspects of all natural resources projects and maintain communication with all parties.
- Provide professional assistance in planning, implementing, and activities in conservation for both lake and land management programs.
- Provide support to Non-Ad Valorem, Purchasing, and Budgeting Departments in creating specification, bids, quotes, scheduling, and in such needed projects and Districts like Istokpoga Marsh Watershed Improvement District.

Revised: 10/2020

- Provide technical expertise for storm water and watershed related issues like Total Maximum Daily Load development and National Pollutant Discharge Elimination System.
- Support in identifying, pursuing, and managing grants and other cooperative funding to support lake water watershed quality improvement and other environmental issues.
- Coordinates field investigations and trainings for collection and analysis of water samples, habitat assessments, and biological reconnaissance.
- Reviews analytical results and completes statistical analysis of data for the preparation of technical and grant reports.
- Prepares agenda items for projects, supports in creating yearly budget, and such items needed for Board of County Commissioners.
- Develop and present technical information to citizens for outreach education in natural resources protection and conservation-related issues and interacts with media for public relations purposes.
- Coordinates with outside agencies regarding land and water management activities.
- Assists with the conservation and lakes management programs. Writes articles and publishes pertinent information as related to the department.
- Attends meetings on surface and lake water management and environmental restoration projects.
- Evaluates problems and recommends solutions in areas dealing with natural resource and conservation issues.
- Educates the public on natural resource protection and conservation-related issues and interacts.
- Obtains grants to support department objectives and goals
- Encourages habitat restoration activities to include site mapping, concept planning, inter-agency coordination, and coordinating restoration activities of staff, volunteers, and/or contractors.
- Works closely with and provide reports to Florida Communities Trust and any others to ensure management practices are followed.
- Provide support and oversight in any natural resources surveying, studies, and assessments.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Consistently follows Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of federal, state, local, and other agency permitting processes relating to surface water and conservation lands.
- Ability to analyze and computer model data for the purpose of evaluating watersheds, soils, and such natural resources data.
- Ability to prepare and disseminate written reports and technical information.
- Ability to utilize software, databases, and applications to effectively manage project information, conduct site research and complete required tasks
- Proficiency with Microsoft Office, GPS, and related softwares.
- Ability to conduct meetings with local, state and federal agencies as well as members of the public.
- Understands the surface and lake water resource elements of the County's Comprehensive Plan and Land Development Regulations.
- Ability to organize a diverse and complicated workload requiring strong attention to detail and excellent time management skills
- Analyze and solve citizens problems or concerns
- Communicate effectively in written and oral formats
- Knowledge of laboratory analysis methods and procedures.
- Knowledge of environmental pollutants sampling and testing.
- Knowledge of federal, state, and local environmental control and mitigation laws and regulations.
- Skill in the use and operation of laboratory equipment.
- Ability to use and maintain a variety of field monitoring, spraying, and sampling equipment and safely operate water craft, ATV or UTV, pertinent to duties assigned.
- Ability to meet deadlines and accomplish daily tasks.
- Ability to establish and maintain effective working relationships with employees and the public.

Revised: 10/2020

- Ability to maintain harmony with supervisory personnel and other appropriate County departments.
- Ability to manage multiple projects/tasks simultaneously.

PHYSICAL SKILLS:

The individual in this position: Must be able to remain in a stationary, reaching, bending, pulling or stooping position.

Use of both hands and feet with dexterity. Use of both near and far vision. Agility sufficient to operate watercraft and other equipment. Ability to operate a motor vehicle on road and off road with trailer when needed. Ability to understand and exchange accurate information. In close proximity to bodies of water. Moves materials and equipment weighing up to 40 lbs when needed. Occasionally works in inclement outdoor weather conditions.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college/university in environmental or civil engineering, limnology, hydrology, biology, or related science. Masters preferred. Two (2) years' experience in planning and implementation of preservation, management, and maintenance programs dealing with uplands management, lakes, storm water abatement systems, or other environmental programs preferred.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential. Ability to swim.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Dawn Ritter, Natural Resources Manager

SUBJECT/TITLE: Request approval to reappoint one (1) current member to the Lake Istokpoga Management Committee (LIMC).

STATEMENT OF ISSUE

The LIMC recommends Clay Shrum for reappointment as the Spring Lake District position for another four (4) year term as applied.

RECOMMENDED ACTION

Move to reappoint Clay Shrum, to the Lake Istokpoga Management Committee (LIMC).

FISCAL IMPACT

No fiscal Impact

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Sheriff Paul Blackman

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-050 and Resolution to setup project funds for the Sheriff within General Fund.

STATEMENT OF ISSUE

Highlands County has been awarded \$23,580 from the Florida Sheriff's Association Bullet Proof Vest Grant Program. This project is offset 100% by incoming revenue for the project reimbursement.

RECOMMENDED ACTION

Move to approve budget amendment 20-21-050 and resolution to setup and appropriate grant/project funds within the General Fund.

FISCAL IMPACT

The fiscal impact is an increase to Fund 005 (General) and the overall budget in the amount of \$23,580; these funds will be received from a grant from the Florida Sheriff's Association.

Attachments: [20-21-050 Proj 20037 BPV 20-21 \(BA\).pdf](#)
[20-21-050R Proj 20037 BPV 20-21 \(Resolution\).pdf](#)
[20-21-050 Proj 20037 BPV 20-21 \(Award Letter\).pdf](#)

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

(Transfers over \$5,000 require Board approval)

DATE: 1/25/2021

SUBMITTED BY: Sheriff

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 3101

PROJECT(S) #: 20037 PROJECT TITLE(S): BPV 20-21 COST CENTER TITLE(S): Sheriff-005

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
				Project					
R	005		3661000Z	Donations/Contrib	20037	0.00	23,580.00		23,580.00
				Project Operating					
E	005	3101	53001Z	Expense-Elected	20037	0.00	23,580.00		23,580.00
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: To setup project funds for Bullet Proof Vests FY 20/21 (20037) awarded by the Florida Sheriff's Association on 1/21/21.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-050

TRANSFER TYPE:

Approval

ACTION:

Board Approved Denied
County Administrator Approved Denied

ITEM TO ITEM
RESERVE
XX BY RESOLUTION
SUPPLEMENTAL BUDGET

SIGNATURE:

Signature:

DATE: / /

Posted by Clerk:

RESOLUTION NUMBER 20-21-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS IN AND FOR HIGHLANDS COUNTY, FLORIDA AUTHORIZING AMENDMENT TO THE GENERAL FUND.

WHEREAS, Section 129.06, Florida Statutes (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution or by motion in the minutes execute and amend the budget; and

WHEREAS, the following budget amendment is necessary and proper within the General Fund; and

WHEREAS, to setup FY 20/21 Bullet Proof Vests project funds in the amount of \$23,580 and

WHEREAS, the funds must be appropriated to accomplish the grant/project fund purposes within the General Fund.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that budget amendment 20-21-050 is hereby approved and authorized.

**BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA**

Chairperson

Attest:_____
Clerk of Courts

Approved as to Budgetary Requirements

OMB Department



Protecting, Leading & Uniting...since 1893

FLORIDA SHERIFFS ASSOCIATION

2617 Mahan Drive, Tallahassee, Florida 32308
P.O. Box 12519 • Tallahassee, Florida 32317-2519

p: (850) 877-2165
f: (850) 878-8665
www.flsheriffs.org  

January 21, 2021

Sheriff Paul Blackman
Highlands County Sheriff's Office
400 S Eucalyptus St
Sebring, FL 33870

Sheriff Blackman,

I am writing to inform you that you were awarded \$23,580 for 30 vests from the Florida Sheriffs Association Bullet Proof Vest Grant Program. Congratulations! You received 100% of the funding your agency applied for.

The Board of Directors approved this funding in September 2019 as part of an initiative to assist fiscally constrained sheriffs' offices in obtaining lifesaving, mission-critical equipment. The Board wanted this Association to continue to give back to its members. With bullet-resistant vests being some of the most important pieces of equipment for law enforcement officers, we are happy the Association can assist your office in acquiring them at this time.

Additionally, I would like to thank the agencies that also use the Federal Bullet Proof Vest Program. The Board of Directors encourages agencies to use the Federal Bullet Proof Vest Program. The use of the federal program combined with the FSA grant allows the Association's dollars to assist more agencies in need. If your agency has any questions about the Federal Program, FSA staff is happy to answer any questions and assist with the application process.

The procedure for the funds to be distributed follows a reimbursement model. Vests should be purchased and paid for under standard sheriff's office procedures. A copy of the invoice and proof of payment should be submitted to FSA. FSA will then reimburse the sheriff's office directly. If a sheriff does not have the funds to pay for the vests upfront, the sheriff can request FSA to pay the vendor directly or provide the funds to the sheriff's office in advance of payment being made to the vendor. The request must be in writing from the sheriff to the Executive Director. These funds are a donation from FSA and are not considered state or federal funding.

FSA's Director of Finance and Accounting, Trish Eldridge, will be the point of contact for your office to submit the invoice and proof of payment. If you submitted invoices and receipts with the application, please contact her. Her contact information is teldridge@flsheriffs.org and (850)877-2165.

Congratulations once again, and thank you for your support of the Florida Sheriffs Association.

Please let us know if you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Steve Casey". The signature is fluid and cursive, with the first name "Steve" and last name "Casey" clearly legible.

Steve Casey
Executive Director

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Clinton Howerton Jr., P.E., County Engineer

SUBJECT/TITLE: Request to Vacate a 7.5' Easement at 4319 Cooper Dr, Sebring, FL.

STATEMENT OF ISSUE

Attached is a resolution to consider vacating a portion of Lot 27, Block 52, Sebring Country Estates, Section 3, according to the plat thereof, as recorded in Plat Book 9, Page 6, of the Public Records of Highlands County, Florida and being more particularly described as follows:

That portion of the platted drainage and utility easement over and across the west 7.5 feet of Lot 27, Block 52, Sebring Country Estates Section 3, Plat Book 9, Page 6 of the public records of Highlands County, Florida Less & Except the South 7.5 feet thereof

Mr. Gustavo Ibanez, petitioner, has filed a petition to vacate that portion of the platted drainage and utility easement over and across the west 7.5 feet of Lot 27, Block 52, Sebring Country Estates Section 3, Plat Book 9, Page 6 of the Public Records of Highlands County, Florida Less & Except the South 7.5' thereof.

All utility companies have been notified and have no objections. Both Road & Bridge and Zoning have been notified and only Road & Bridge had a conditional objection to this Vacation of Easement. Road & Bridge asked for Mr. Ibanez grant the County an easement of 7.5' along the east side of Lot 27. To date Mr. Ibanez is not willing to grant the County the 7.5' easement. Due to drainage concerns in this area and recent drainage problems, the County Engineer does not recommend approving the vacation of easement request without compensating for the loss of ability to install any necessary drainage pipes or surface water conveyance along this lot line.

The applicant's reason for vacating this portion of the easement is a house was built and is encroaching 2.5' into the easement on the east side of the property.

RECOMMENDED ACTION

Move to deny the request to Vacate the Easement at 4319 Cooper Dr., Sebring, FL.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [4319 Cooper Dri - Agenda Packet.pdf](#)

Petition

**To: HIGHLAND COUNTY
BOARD OF COUNTY COMMISSIONERS
C/O ENGINEERING DEPARTMENT
505 SOUTH COMMERCE AVENUE
SEBRING FL 33870**

**FROM Gustavo Ibanez
5721 Granada Blvd.
Sebring FL 33872**

This is to **Petition the Board of County Commissioners** to consider vacating an easement , as shown on the attached map, legal description as follow:

That portion of the platted drainage and utility easement over and across the west 7.5-feet of Lot 27, Block 52, Sebring Country Est. Sec 3, Plat Book 9, Page 6 of the public records of Highlands County, Florida. LESS & EXCEPT the South 7.5 thereof

The petition is being requested for the following reason:.

A house, has been built encroaching 2.5-feet on the east side easement

I will publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing and will have proof of publication in your office prior to the date of hearing.



GUSTAVO IBANEZ

Petitioner's Signature

Attachments: (MAP)

Proof of publication

Certificates Showing taxes paid



Highlands County Engineering Department

Reference Map

**VACATION OF THAT PORTION OF THE PLATTED DRAINAGE AND UTILITY EASEMENT
OVER AND ACROSS THE WEST 7.5 FEET OF LOT 27, BLOCK 52, SEBRING COUNTRY
ESTATES, SECTION 3, PLAT BOOK 9, PAGE 6 OF THE PUBLIC RECORDS OF HIGHLANDS
COUNTY, FLORIDA. LESS AND EXCEPT THE SOUTH 7.5 FEET THEREOF.**

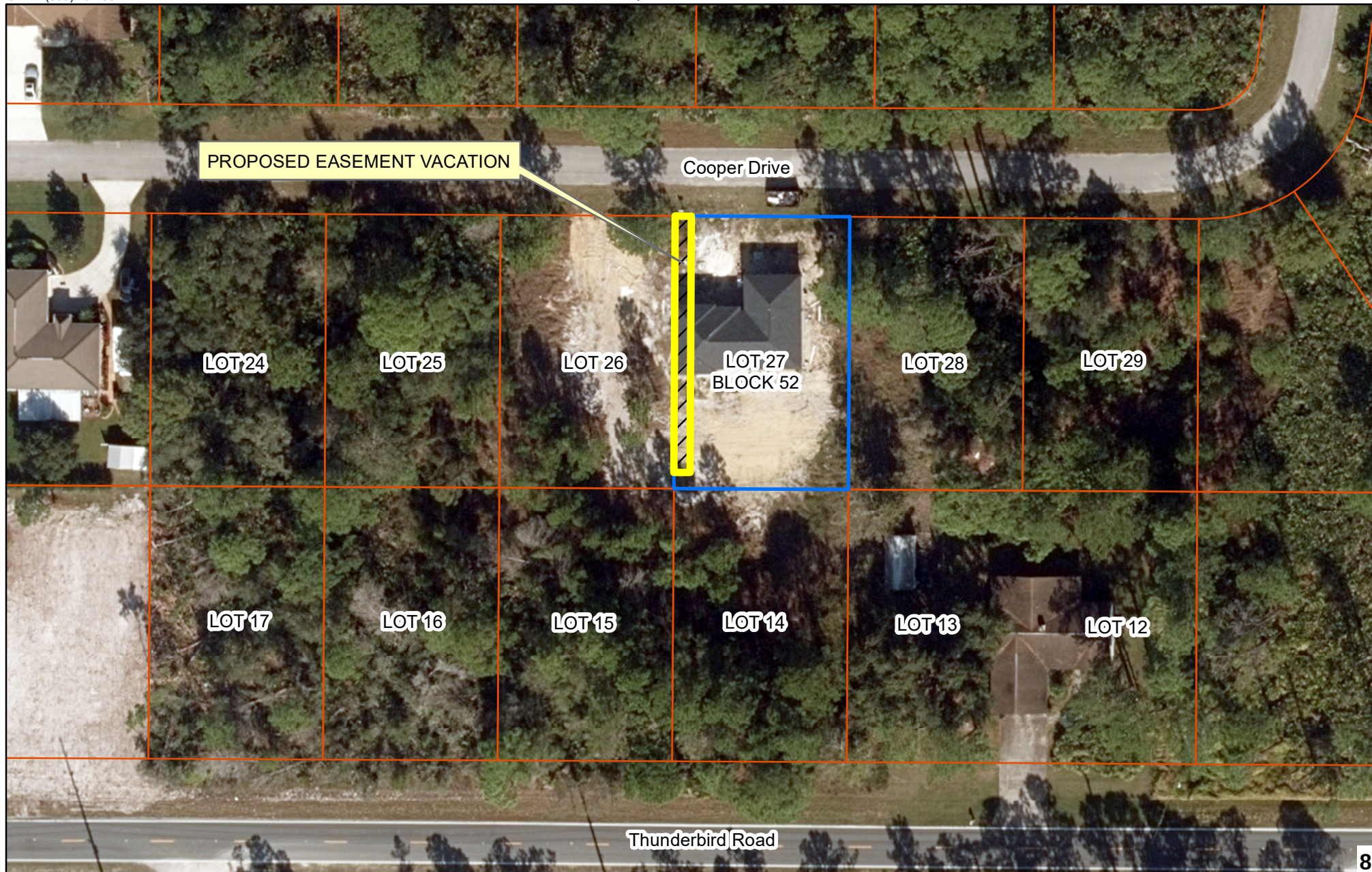
For Reference Only - Not A Boundary Survey

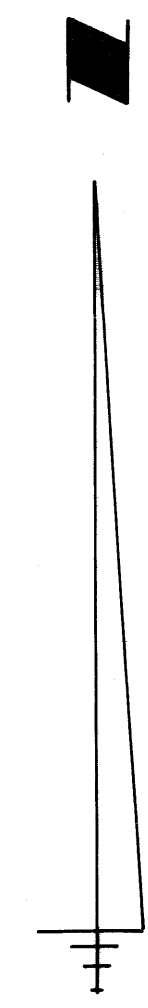
Map Created: 12/15/2020



1 inch = 60 feet

Prepared By:
Highlands County Engineering Dept.
505 S. Commerce Ave
Sebring, FL 33870
Office: (863) 402-6877





BA 9, PG. 6

Sheet 5 of 5 Sheets

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Liz Barber, Legislative Affairs & Grants Coordinator

SUBJECT/TITLE: Request approval for the Highway Park Neighborhood Council to apply for a grant from the Florida Beverage Association, for a walking track and shade trees at Carver Park/MLK Park, and letters of recommendations for three grants.

STATEMENT OF ISSUE

On January 5, 2021, the Board approved a request from the Highway Park Neighborhood Council, for the installation of a 10-Station Fit-Trail Exercise System at the Carver Park/MLK Park. The Highway Park Neighborhood Council would like the Board's approval to apply for two grants for enhancements at the Carver/MLK Park such as a track, trees, water foundation, baseball diamond improvements, etc., The grants they are applying for are with Environmental Sustainability and Health Community Grant from the Florida Beverage Association and Florida Blue. They would like the county to approve two letters of recommendations from the County to submit with the applications.

Also, they requesting a letter of recommendation to submit with a grant for the USDA business Development and Employment Services for the Village Green Resource Center.

RECOMMENDED ACTION

Move approval for the Highway Park Neighborhood Council to apply for a grant from the Florida Beverage Association, for a walking track and shade trees at Carver Park/MLK Park, and letters of recommendations.

FISCAL IMPACT

No fiscal impact

Attachments: [Letter of support_fl bev assoc.docx](#)
[Letter of support_Highway park usda \(002\).docx](#)
[Letter of support_fl blue.docx](#)



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ADMINISTRATION

600 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

January 22, 2021

Elizabeth Castro DeWitt
President & CEO
Florida Beverage Association
135 Jenkins Street
Suite 105B, #199
St. Augustine, FL 32080

Dear Ms. DeWitt,

On behalf of Highlands County, it is a privilege to provide this letter of support for the Environmental Sustainability and Health Community grant application being submitted to the Florida Beverage Association on behalf of the Highway Park Neighborhood Council (HPNC) for Carver Park, also known as MLK Jr Sports Field.

Since 2005, Highlands County has partnered with the Highway Park community on a number of grants and projects in the past with the goal to beautify the surrounding areas and create parks for outdoor exercise to improve the health of those in the community and for county citizens. The HPNG is an IRS recognized 501c3 non-profit organization and is certified under Keep America Beautiful as the Keep Highway Park Beautiful Commission.

We appreciate the Highway Park Board of Directors' and staff's proactive approach to serving the community. We look forward to their continued success.

Sincerely,

Scott Kirouac
Chair, Board of County Commissioners



HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS
ADMINISTRATION
600 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

January 22, 2021

Christine Goddard, Area Director
Rural Development
United States Department of Agriculture
3434 Hancock Bridge Pkwy., Suite 209-A
North Fort Myers, FL 33903

Dear Ms. Goddard,

On behalf of Highlands County, it is a privilege to provide this letter of support for Rural Business Development (Enterprise) Grant application being submitted to the USDA on behalf of the Highway Park Neighborhood Council (HPNC).

Since 2005, Highlands County has partnered with the Highway Park community on a number of grants and projects with the goal to beautify and enrich the surrounding areas, create parks for outdoor exercise to improve the health of those in the community and for county citizens. The HPNG is an IRS recognized 501c3 non-profit organization and is certified under Keep America Beautiful as the Keep Highway Park Beautiful Commission.

We appreciate the Highway Park Board of Directors' and staff's proactive approach to serving the community. We look forward to their continued success.

Sincerely,

Scott Kirouac
Chair, Board of County Commissioners



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ADMINISTRATION

600 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

January 27, 2021

Florida Blue

c/o Michelle Hamilton

Corporate Social Responsibility Manager

2203 North Lois Avenue, Suite 1200

Tampa, FL 33607

Dear Ms. Hamilton,

On behalf of Highlands County, it is a privilege to provide this letter of support for the One Step for Life enhancements grant application being submitted to Florida Blue on behalf of the Highway Park Neighborhood Council (HPNC) for Carver Park, also known as MLK Jr Sports Field.

Since 2005, Highlands County has partnered with the Highway Park community on a number of grants and projects in the past with the goal to beautify the surrounding areas and create parks for outdoor exercise to improve the health of those in the community and for county citizens. The HPNG is an IRS recognized 501c3 non-profit organization and is certified under Keep America Beautiful as the Keep Highway Park Beautiful Commission.

We appreciate the Highway Park Board of Directors' and staff's proactive approach to serving the community. We look forward to their continued success.

Sincerely,

Scott Kirouac

Chair, Board of County Commissioners

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Dawn Ritter, Natural Resources Manager

SUBJECT/TITLE: Requesting Highlands County Board of County Commissioner liaison for the Coastal and Heartland National Estuary Partnership (CHNEP) Highlands County Policy Committee member.

STATEMENT OF ISSUE

The Coastal & Heartland National Estuary Partnership (CHNEP), is one of twenty-eight entities designated by Congress in the United States in the National Estuary Program (NEP). The NEP is a non-regulatory program set up by the US Environmental Protection Agency (EPA) to protect and improve the waters, habitat, and living resources of a designated estuary. The area CHNEP serves currently encompasses entire watersheds areas, including all the creeks and rivers that drain to these estuaries in the inland counties of Polk, Hardee, Manatee, and DeSoto counties; and portions of Highlands, Glades, and Hendry Counties, which watershed drains to the estuary.

The mission of the CHNEP is to protect and restore the water resources in the CHNEP area boundary. The CHNEP and its partners are collectively committed to undertaking the activities needed to implement priority actions and reach those objectives. Including cutting-edge scientific research and restoration, environmental education, and public outreach, as well as supporting and convening partners and stakeholders throughout the region to protect and restore water and other exceptional natural resources.

As a portion of Highlands County is within the Coastal and Heartland National Estuary Partnership service area, the Highlands County Natural Resources Department currently assist the CHNEP as part of the Management Committee with a variety of public agencies and private organizational leaders in ensuring milestones and achieving objectives for natural resources. This qualifies for additional potential federal and state funding through the CHNEP organization for water and wildlife protection as well as environmental education. However, a Highlands County Board of County Commissioner liaison is needed for the CHNEP Policy Committee. This committee establishes the general policy for the CHNEP and has ultimate authority in program administration. It appoints members to other committees and approves the CHNEP's budget. Its members represent federal, state, and local governmental leaders throughout the CHNEP area and meets three times a year.

RECOMMENDED ACTION

Move to appoint a Highlands County Board of County Commissioner liaison for the Coastal and Heartland National Estuary Partnership (CHNEP) Highlands County Policy Committee member.

FISCAL IMPACT

No fiscal impact.

Attachments: [CHNEP Policy Committee Briefing Booklet \(002\).pdf](#)

COASTAL & HEARTLAND NATIONAL ESTUARY PARTNERSHIP

CHNEP Policy Committee Member Briefing Booklet

2020



MEET OUR CHNEP WELCOME COMMITTEE...



Getting Started:

Are you ready to lend your talents to the CHNEP?

We're excited to welcome you as a new CHNEP Policy Committee member. We have some important work ahead of us, and we value your knowledge and enthusiasm – in fact, it's vital to our collective success! Everything you need to know to prepare for your role on your committee is in this Briefing Book:

- Background on CHNEP, our mission, our staff and our priorities
- The CHNEP governing structure (of which you're a part!)
- All about our 20-year plan, the Comprehensive Conservation and Management Plan (CCMP)
- The role of your committee, how it works, and who's on it

In addition to the information in this Briefing Book, please check out our website CHNEP.org to find more information about your committee, upcoming events, grant opportunities, educational resources, and other information that will enable you to fully take advantage of all that CHNEP has to offer.

We want you to have a productive and satisfying membership on this committee, so please let us know if there's anything else we can do. Welcome to the CHNEP!





ABOUT US

What is the Coastal & Heartland National Estuary Partnership?

We are 1 of 28 entities designated by Congress in the United States in the National Estuary Program. The NEP is a non-regulatory program set up by the US Environmental Protection Agency (EPA) to protect and improve the waters, habitat and living resources of a designated estuary. In our case, that entails several estuaries and their respective basins including:

- Dona and Roberts Bays
- Lemon Bay
- Charlotte Harbor (incl. Peace & Myakka)
- Pine Island Sound (incl. Caloosahatchee)
- Estero Bay

Our 5,400 square mile service area stretches from Venice to Bonita Springs along the coast, and from Clewiston to Winter Haven inland. The area CHNEP serves currently encompasses 10 counties and 25 cities in Central and Southwest Florida.



Map of all National Estuary Program entities highlighted in yellow above.

How we got our start

The National Estuary Program was established in 1987 by an amendment to the Clean Water Act with a mission to identify, restore and protect estuaries of national significance in the U.S. In 1995, the EPA established the Charlotte Harbor National Estuary Program, which in 2019 was renamed as the Coastal & Heartland National Estuary Program (CHNEP) to reflect our expanded service area with multiple estuaries.

Our mission and priorities

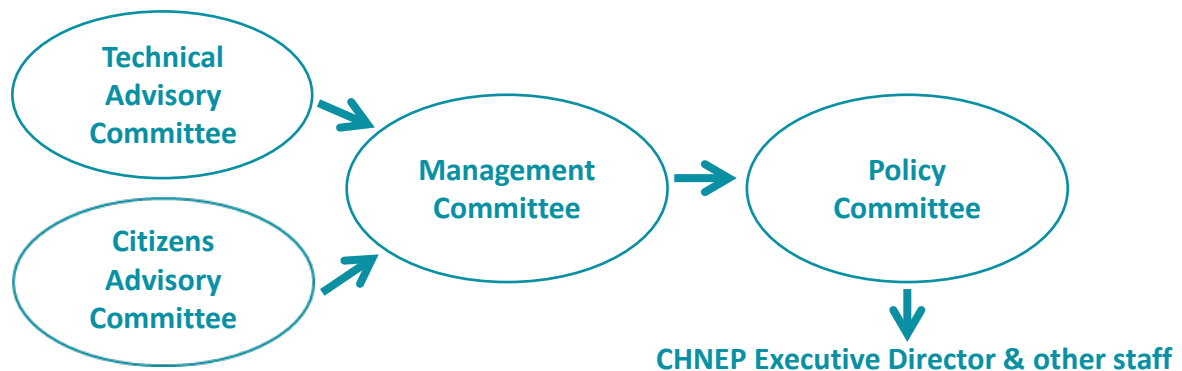
The mission of the CHNEP is to protect and restore the water resources in the CHNEP area boundary. We've identified four priority actions outlined in our guiding document, the *Comprehensive Conservation and Management Plan* (CCMP). For each of these actions, the CCMP also lays out specific objectives and activities. The CHNEP and its partners are collectively committed to undertaking the activities needed to implement those priority actions and reach those objectives.



OUR GOVERNING STRUCTURE

As a CHNEP Policy Committee member, you are now a part of our governing structure – the CHNEP Management Conference. The Management Conference is the decision-making team for the CHNEP and is composed of four committees and the Program Office. Each committee serves a specialized role to fulfill the goals and objectives in the *Comprehensive Conservation and Management Plan (CCMP)*.

- **Policy Committee:** The decision-makers that govern the CHNEP; comprised of agency and elected leaders.
- **Management Committee:** Determines consensus and provides recommendations on program operations to the Policy Committee; comprised of governmental and organizational senior staff.
- **Technical Advisory Committee:** Provides input to Management and Policy Committees, advising on technical decisions; comprised of leading scientists and experts.
- **Citizens Advisory Committee:** Provides input to Management and Policy Committees, advising on public outreach and education decisions; comprised of community leaders and interested citizens.



The CHNEP's four committees collectively bring diverse interests, expertise, and resources together to focus on issues in a holistic way. Together they collaborate to identify gaps, prioritize needs, and offer resources so that the sum is greater than the total of the individual contributions. Here's the highlights on how the committees work:

- Meets three times a year (Fall, Winter and Spring cycles) and other times as needed.
- Membership in both the Management and Policy Committees are appointed by the agencies listed in the bylaws.
- Membership to Technical and Citizens Advisory Committees are appointed by the Policy Committee.
- Each committee has established bylaws for committee governance, responsibilities, and membership.
- CHNEP program staff serve as support to each of the committees.
- All meetings are open to the public and operate under Florida's "Government-in-the-Sunshine" laws.
- Robert's Rules of Order govern the conduct of the business of each committee.

Partners in the CHNEP Committees

- Cities
- Counties
- Individual citizens and citizen associations
- Environmental organizations
- Businesses, industries, and associations
- State agencies
- Regional agencies
- Water Management Districts
- Special districts; including community development, conservation and easement, soil and water conservation, water control and sewer
- Federal agencies
- Private science or resource management groups
- Land trusts

CHNEP Office

326 West Marion Ave.
Punta Gorda, FL 33950
(941) 575-5090



CHNEP Staff

Executive Director

Jennifer Hecker

jennifer@chnep.org, (941) 575-3392

Oversees all aspects of the organization and its staff, and is the staff liaison to the CHNEP Policy and Management Committees.

Research and Outreach Manager

Nicole Iadevaia

niadevaia@chnep.org, (941) 575-3313

Oversees scientific and outreach activities, and is the staff liaison to the CHNEP Technical and Citizens Advisory Committees.

Finance and Grants Specialist

Andrew Webb

awebb@chnep.org, (941) 575-3390

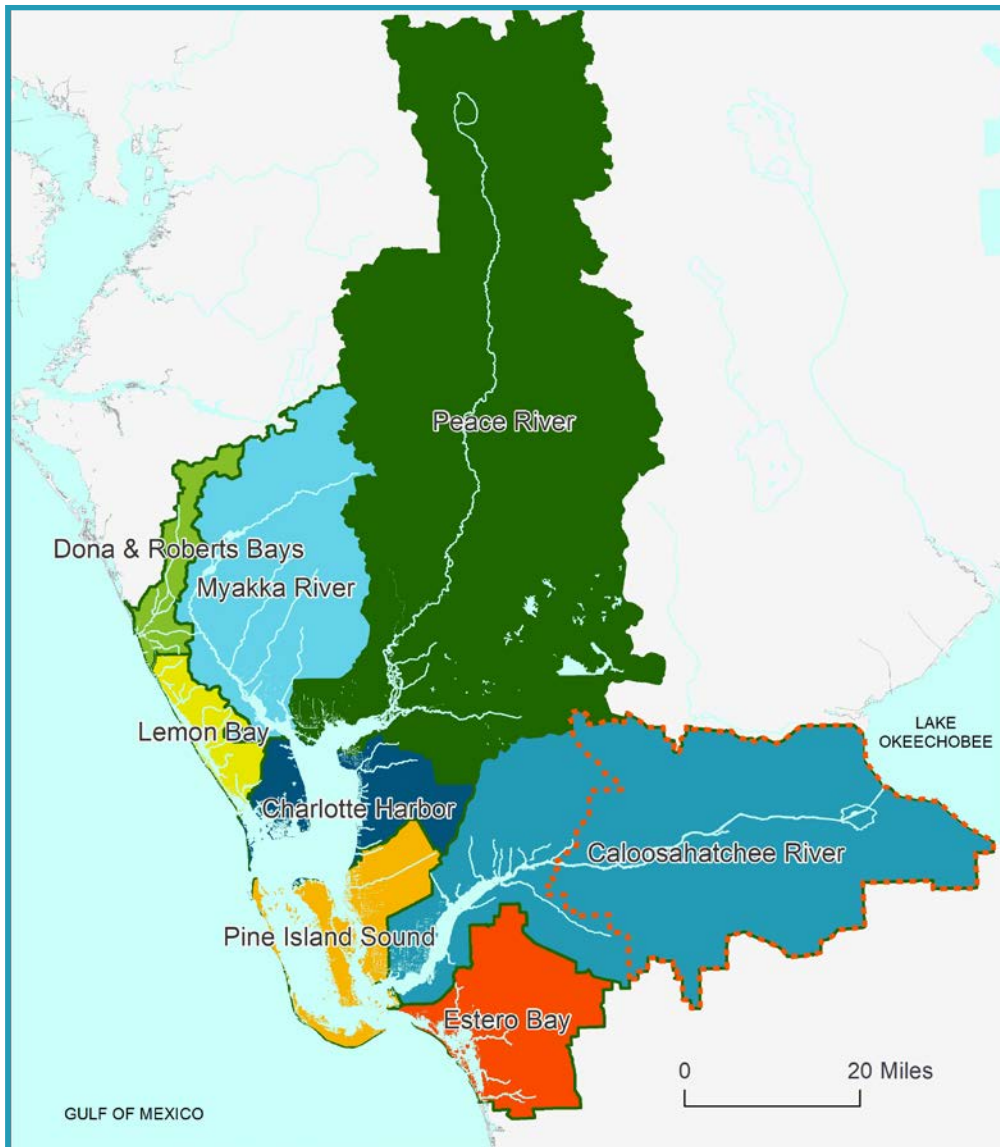
Oversees finance and grant management.



How We Work: Public Engagement and Partner Support

CHNEP is a partnership. It is engaging the public and the partners who participate in the program that generates the ability for us to achieve our current 19:1 return on investment - where for every dollar we receive, we are able to get \$19 dollars worth of restoration done. We are working constantly to bridge entities to pool resources and expertise, to tackle and solve our region's toughest water resource challenges.

Presently, we have the majority of counties and many cities in our service area actively participating in the Management Conference, as well as many of the region's leading non-profits, industry groups and community organizations. Providing venues for partners to share and exchange information is one of the most valuable things the CHNEP does and we are constantly looking for opportunities to leverage that to further the objectives outlined in the CCMP.



Where We Work – the CHNEP Area

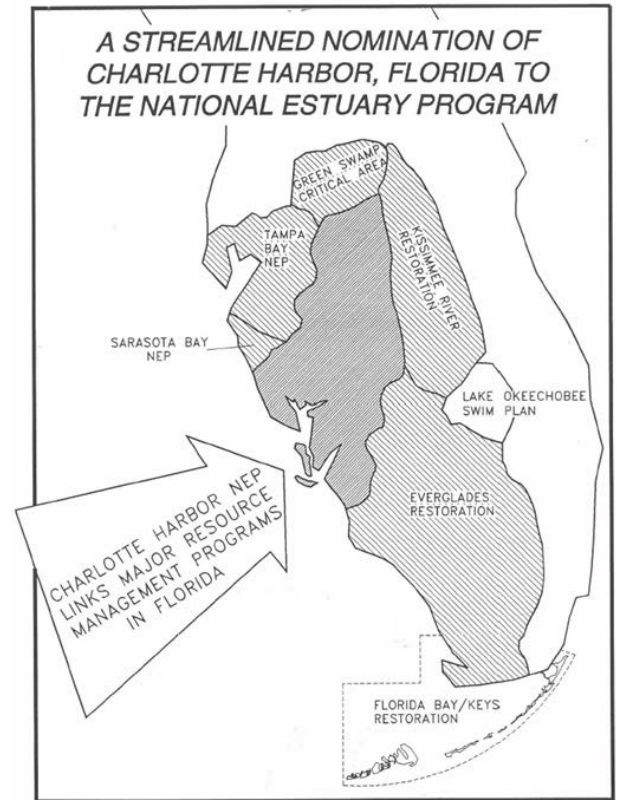
The CHNEP service area includes several estuaries and basins that have hydrological, ecological, and management distinctions. It is currently 5,400 square miles and includes Dona and Roberts Bays as well as Lemon Bay in Sarasota County, Charlotte Harbor in Charlotte County, as well as Pine Island Sound and Estero Bay in Lee County.

The CHNEP encompasses entire watersheds areas, including all the creeks and rivers that drain to these estuaries in the inland counties of Polk, Hardee, Manatee, and DeSoto counties. Portions of Highlands, Glades and Hendry Counties also part of the CHNEP. The major river basins it includes are the Myakka, Peace and Caloosahatchee.

How We Fit Into the Big Picture:

CHNEP was designed to dovetail with Everglades Restoration and other major restoration initiatives back when formed in 1995. The picture to the right was from original documents forming the CHNEP, showing its intention to compliment Everglades Restoration. The 5,400 square mile service area is adjacent to Sarasota and Tampa Bay National Estuary Programs to the North, the Kissimmee restoration area to the East, and the Western Everglades restoration area to the South.

The CHNEP encompasses the Caloosahatchee River, which is part of the greater Everglades ecosystem and is directly connected to Lake Okeechobee. As a result, the CHNEP is part of a much larger restoration initiative.



EXPANDING OUR INFLUENCE

To expand our influence, CHNEP must:

- reach diverse audiences throughout the region
- generate or strengthen awareness and understanding
- cultivate and support a variety of community partners

What We Do: Research, Restoration, Advocacy, and Stewardship

The CHNEP addresses the four priority problems through four activities: research, restoration, advocacy, and stewardship.

We focus on public education and outreach to engage and empower citizens to protect and restore resources in their own communities. We also provide policymakers the information they want and need, as well as to advocate for funding for resource protection and restoration efforts.

Our outreach principles are:

- Increase awareness and understanding of the natural environment of Southwest Florida and increase awareness and appreciation of the CHNEP.
- Further partnerships with those who are helping to protect the environment.
- Be fair and equitable so that efforts are supported throughout the CHNEP study area, particularly within the 10 counties that participate in the CHNEP Management Conference.
- Develop cost-effective products and programs that appeal to a broad base.
- Strive to empower and engage citizens to protect natural resources in their communities, not just provide information.





OUR STRATEGIC VISION

The Comprehensive Conservation and Management Plan (CCMP)

The Management Conference assesses and identifies key issues and opportunities in the study area – and maps out specific Priority Actions to address those issues. This plan is called the Comprehensive Conservation and Management Plan, or the CCMP.

The CHNEP Comprehensive Conservation and Management Plan is our 5-year strategic plan. It outlines what CHNEP and its partners have determined is necessary to protect and restore the region's natural resources, which support our economy and quality of life.

The CCMP identifies the region's common priority environmental issues and the actions needed to solve them. The CHNEP held its kickoff ceremony in September 1996 and began the process of writing the CCMP. When the CCMP was first completed and accepted in 2001, it marked the beginning of action to protect and restore the estuary and its watershed. The CCMP was updated in 2008, 2013, and most recently in 2019.

The Process to Implement Our CCMP

We implement the CCMP by building partnerships to develop integrated plans, education and outreach programs, and management structures to achieve a sustainable balance between the economy, society, and the environment.

The CCMP details the actions needed to protect and improve our watershed as we try to balance human needs with the needs of the natural systems.



Keys to CCMP Implementation Success:

- For the CCMP to be realized, citizens, governments, and industries of the region will need to work together, combine resources, and overcome institutional boundaries.
- The objectives and performance measures are specific so we can measure our progress.
- The timelines are short to encourage immediate attention and action.
- The CCMP is periodically updated to ensure it is based on the best available science and adequately addresses emerging issues.

All these challenges are surmountable because we are unified in our mission to *Unite Central and Southwest Florida to protect water and wildlife.*



WATER QUALITY IMPROVEMENT

Vision

Waters that meet their designated human uses for drinking, shellfish harvesting, or swimming and fishing, while supporting appropriate and healthy aquatic life.

Actions

- Support a comprehensive and coordinated water quality monitoring and assessment strategy
- Develop water quality standards, pollutant limits, and cleanup plans
- Reduce urban stormwater and agricultural runoff pollution
- Reduce wastewater pollution
- Reduce harmful algal blooms and pollutants entering waterways



HYDROLOGICAL RESTORATION

Vision

Appropriate freshwater flow across the landscape to sustain healthy wetlands, rivers, and estuaries.

Actions

- Conduct data collection, modeling, and analyses to support hydrologic restoration
- Increase fresh surface water and groundwater availability to support healthy ecosystems
- Protect and restore natural flow regimes



FISH, WILDLIFE, & HABITAT PROTECTION

Vision

A diverse environment of interconnected, healthy habitats that support natural processes and viable, resilient native plant and animal communities.

Actions

- Protect, restore, and monitor estuarine habitats
- Protect, restore, and monitor environmentally sensitive lands and waterways including critical habitat areas
- Assess and promote the benefits of land, waterway, and estuary protection and restoration



PUBLIC ENGAGEMENT

Vision

An informed, engaged public making choices and taking actions that increase protection and restoration of estuaries and watersheds.

Actions

- Promote environmental literacy, awareness, and stewardship through expanded education and engagement opportunities for the general public
- Expand reach of education and engagement opportunities to new target audiences
- Strengthen non-profit partner collaboration in education and engagement programs
- Increase outreach to policymakers to enhance understanding and support for CCMP implementation

Your Role as a Policy Committee Member

The Policy Committee establishes the general policy for the CHNEP and has ultimate authority in program administration. It appoints members to other committees and approves the CHNEP's budget. Its members represent federal, state, and local governmental leaders from throughout CHNEP's study area.



Bylaw Highlights

- Duty of members is to carry out the vision and purposes of the National Estuary Program.
- Members or their designated Alternates may vote and appoint members to Management Committee, as well as the Citizen and Technical Advisory Committees.
- Quorum is 9 members physically present.
- Operates by consensus with simple majority vote for approval of annual work plan and budget.
- Individual votes and abstentions may be recorded in minutes if requested by committee member.
- TAC and CAC representatives, and other committee member organizational staff (other than designated Primary or Acting Alternate member) can participate in meetings as members of the public.
- Policy Committee members or staff cannot vote in any matter that would be deemed conflict of interest under Federal or State law.

A list of the Policy Committee membership can be found on our web site at CHNEP.org/policy-committee in the blue box "Policy Members." You will also find recent and/or current Policy Committee meeting information there.

POLICY COMMITTEE MEETING TIMELINE

3 weeks prior - The Management Committee, which includes a staff representative from your entity, meets (a couple weeks before the Policy Committee meets). You may want to converse with your Management Committee Member three weeks in advance of the Policy Committee Meeting to provide them direction as to your organization's comments or positions before their meeting.

1 week prior – A week before each Policy Committee Meeting, you will be receive an email with a link to the Agenda packet and all attachments to be discussed at the upcoming meeting (which are posted on the Policy Committee page on the CHNEP website). You may wish to review the documents and prepare your comments and questions ahead of the meeting – to bring for discussion there. Please be sure to also RSVP or let CHNEP know if a designated alternate will be attending. This ensures we have sufficient space and materials prepared for meeting attendees.

During – During a Policy Committee Meeting (which are half day meetings three times a year at a location centrally located in Punta Gorda right off of I-75), you will have the opportunity to provide suggestions, comments, and questions directly to other policymakers as well as staff and guest experts. These meetings can be invaluable opportunities to share and discuss information that has a regional impact beyond your organization's jurisdictional boundaries.



Bridge across the Peace River



IMPORTANT CHNEP GOVERNANCE INFORMATION AND DATES

Please check CHNEP website under “Who We Are” – “Governance and Committees”. On the Committee Page, you will find more information on the Policy Committee bylaws, current members, and other important information (including dates and locations) of upcoming meetings. The CHNEP Facebook page and CHNEP Events Calendar on our website are also valuable resources to find information regarding other upcoming CHNEP meetings and events.

October 1st – Beginning of CHNEP’s fiscal year

June 1st - Annual work plan and programmatic grant application due to the EPA

March - Upcoming budget due to City of Punta Gorda, CHNEP’s fiscal host entity

GLOSSARY – Learn the “CHNEP lingo”

CAC: Citizens Advisory Committee

CCMP: Comprehensive Conservation and Management Plan – CHNEP’s 5-year strategic plan

CHNEP: Coastal & Heartland National Estuary Partnership

Management Committee: The formal advisory body to CHNEP Policy Committee, who takes input from the CAC and TAC, determines if there is consensus, and if so, makes recommendations to the Policy Committee.

Management Conference: The overall name of all four committees including Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Management Committee, and Policy Committee.

Management Conference Cycle: Period of time in which all four committees meet, beginning with TAC, then CAC, then Management Committee, and ending with the Policy Committee. There are 3 management conference cycles in a year.

Policy Committee: CHNEP’s ultimate governing body

TAC: Technical Advisory Committee

Work Plan: Annual document outlining CHNEP’s budget and detailed projects / initiatives list for a given fiscal year



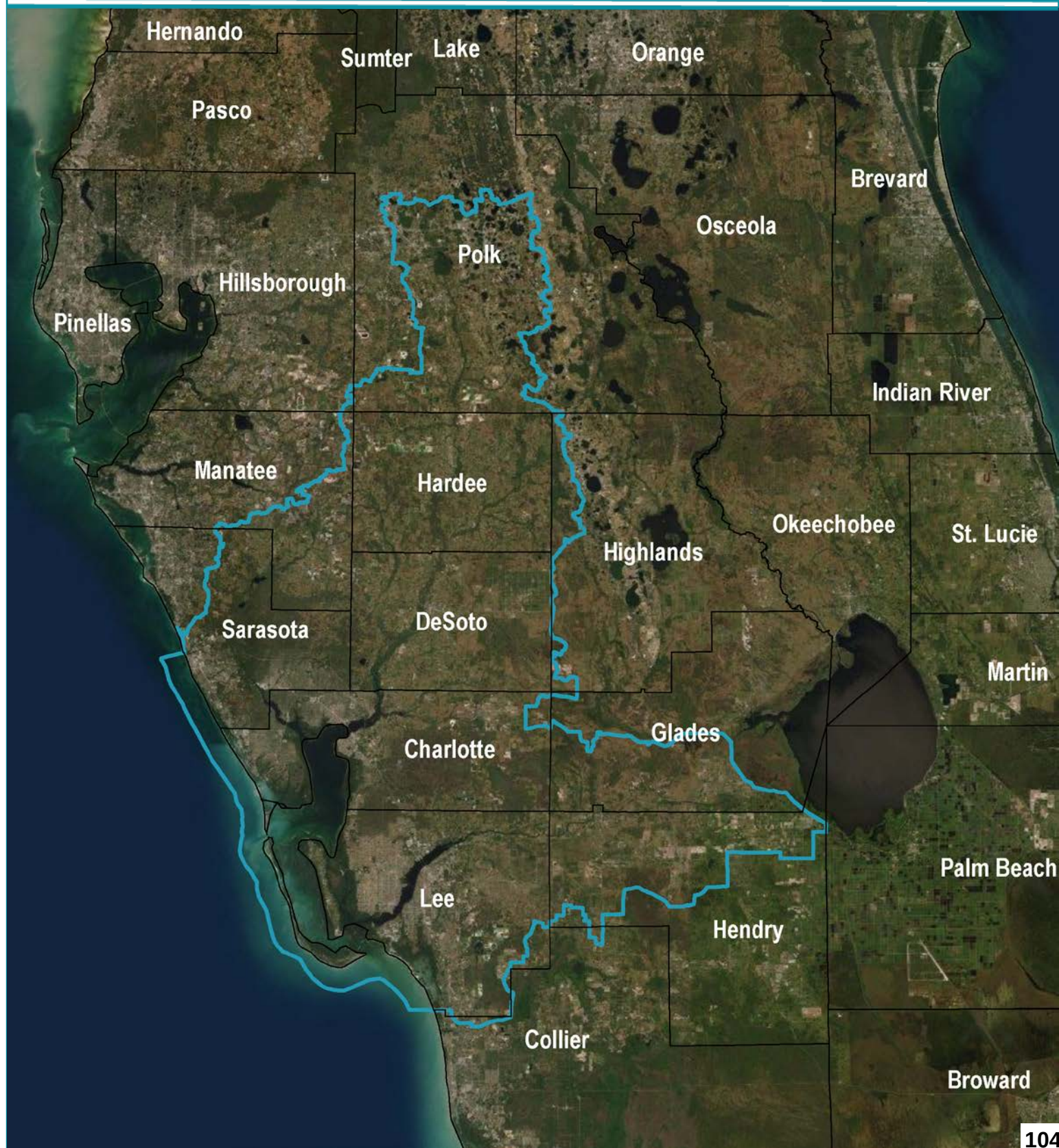
COASTAL & HEARTLAND NATIONAL ESTUARY PARTNERSHIP

326 West Marion Ave, Punta Gorda FL 33950-4416

941/575-5090, Toll-free 866/835-5785

www.CHNEP.org

Thank you for participating in and supporting the CHNEP.



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Consideration of acquisition of property that is of interest to Highlands County Board of County Commissioners.

STATEMENT OF ISSUE

Consideration of acquisition of property that is of interest to Highlands County Board of County Commissioners future expansion of Highlands County government.

RECOMMENDED ACTION

Move to direct staff on each of the three properties that are of interest for future expansion of Highlands County government.

FISCAL IMPACT

None at this time.

Attachments: [Property Acquisition Handout 2-2-21.pdf](#)



7301 Haywood Taylor Blvd

- Seller Appraisal \$922,000
- Highlands County Appraisal \$550,000 and \$519,000
- HC Offer \$650,000

368 S. Commerce Ave.

- Asking Price \$1,187,599
- Highlands County Appraisal \$754,000 and \$994,000
- HC Offer \$891,000



JCPenney

- Asking price \$40 sf
- Approximately 63,000 sf
- Highlands County Appraisal is pending direction from the Board
- No offer has been made



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Sherry Sutphen, County Attorney

SUBJECT/TITLE: County Attorney Status Report

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of January 28, 2021.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [COUNTY ATTORNEY LOG.pdf](#)

County Attorney Log

	DATE	RECEIVED FROM	REQUEST	STATUS
1		Clinton Howerton	Solid Waste Contract - Review and Amend	Mediation requested
2		Clinton Howerton	Review and amend Solid Waste Ordinance/research garbage as a utility	Meeting Needed/ Additional Information Needed
3	7/31/20	Clinton Howerton	Review Somervale Downs Right-of-way dedications	Assigned – SS/-waiting on title search
4	8/6/20	Dawn Ritter	Review IMWID Easements and Agreements	Assigned-SS/Under review
5	8/7/20	Randy Vosburg	Review and revise Trespassing Policy	Assigned – MR-draft prepared
6	11/17/20	Clinton Howerton	Review revised EMS Station layout	Assigned –SS/additional information needed
7	11/17/20	Board	M-CORES/Broadband Resolution	Under review
8	12/8/20	Clinton Howerton	Prepare Dedication of Right of Way - Parkway	Additional information needed
9	12/18/20	Christine Davis	Review revisions to Clifton Larson Allen Contract	Assigned-MR-Under review
10	1/7/21	Jonathan Harris	Review Shell Pit Occupancy Agreement	Assigned-SS-Under review
11	1/8/21	Melony Culpepper	Review question regarding conditions of future land use – Lake June Road, Lake Placid	Assigned/SS-Under review
12	1/8/21	J.D. Langford	Review question regarding Sample Driveway Joint Access Agreement and Legal for 141 & 145 Hardee St	Assigned-SS-Under review
13	1/12/21	Jo Anne Sawdy	Review CPA-21-581SS Ordinance and P&Z Resolution 2066 and 2068	Assigned -SS-Under review
14	1/14/21	Lori DeLoach	Prepare Contract for 20-002 Pest Control Services	Assigned -MR-Under review
15	1/16/21	Clinton Howerton	Prepare ROW Purchase Agreement – Goff Road	Assigned-SS-Draft prepared

16	1/25/21	Chantel Brutus	Review Airstream Ventures Contract	Assigned/MR-Under review
17	1/25/21	Rebekah Tyson	Review lighting proposal contract w/Duke Energy	Assigned/SS-Under review
18	1/25/21	Christine Davis	Review Payment Solutions Agreement w/Civtek	Assigned/SS-Under review
19	1/26/21	Lori DeLoach	Prepare contract – 20-036 Tower Street Sidewalk	Assigned/MR-Under review

STATUS NOTES

Assigned – will be followed by initials of attorney

Under Review – being worked on by attorney

Additional Information Needed – information being sought

Meeting Scheduled or Needed – meeting scheduled or coordination underway

Pending – newly provided without sufficient time to assign or perform cursory review

Blank – lacking information and detail when added to log

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 2, 2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Commissioner's Priorities and the Project Status Report

STATEMENT OF ISSUE

Attached are the copies of the Commissioner's 2021 Priorities and Project Status Report as of January 26th, 2021.

RECOMMENDED ACTION

This information is being provided for informational purposes

FISCAL IMPACT

No Fiscal Impact.

Attachments: [Status - Project Updates \(FINAL\) 2-2-21.pdf](#)
[Status - Commissioner's 2021 Priorities \(FINAL\) 2-2-21.pdf](#)

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering	Sebring Parkway Phase IIA	Construction began 10/12/2020	Construction Final Completion	09/01/22
2	Engineering	Sebring Parkway Phase IIB	Construction began 10/12/2020	Construction Final Completion	09/01/22
3	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
4	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
5	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension	Project being re-designed to avoid or minimize dewatering costs and reduce other impacts.	Complete re-design and construct spring 2021	Ongoing
6	Solid Waste	Landfill Storm Closure / Transfer Station	No change	Ongoing discussions with Waste Connections and staff regarding options.	Ongoing
7	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Still working on ESF 18 functions, pushing out information relating to the new stimulus package and meaning for businesses. Despite COVID-19, still doing a lot of day-to-day economic development office work. Working with numerous industrial prospects doing due diligence on property acquisition and project viability. Also continuing to work with marketing firm to create content and implement marketing/communications plan. Applied for and received two rural development grants through Enterprise Florida and DEO. The marketing compenent was approved and we will submit agreement to board for approval once received.	Ongoing
8	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless taskforce meeting.	Ongoing
9	Engineering	MCORE	Task Force has sent their recommendations for considerations of routing criteria to the State for consideration. Invite DOT consultants to present information about project to the Board.	Awaiting potential corridor information from FDOT to determine potential project needs and possible improvements needed to minimize impacts and provide greatest benefit.	Ongoing
10	Legislative Affairs & Grants	Broadband/ Highspeed Internet	Board passed resolution in support of State broadband initiatives.	To monitor Office of Broadband and State initiatives	Ongoing

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Marc Bashoor	Reasonable, standard fire house design for the entire County	Board disapproved use of Architectural Services at 10/20/20 Board Meeting	Awaiting formal land purchase process to move forward with preliminary design with staff.	TBD
Priority 2	Marc Bashoor	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve 3 stations having 2-fire staff along with 2-EMS staff.. Two new fire engines are in the final stages of production, with two more due in mid 2021. The new ambulance was received on 1/11/21, and two more scheduled to be ordered/received in 2021. Construction and planning continues on five station/HQ projects. HQ ribbon cutting was on 12/17/20, with fence scheduled for install first week of February. Awaiting Civil work quote from Engineering, to finalize ITB to move forward for Venus station 45	Continuing project management and follow up.	TBD
Priority 3	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	Waiting on Highlands Regional/HCA Leadership to prepare written notification of their desire to buy the hospital facility and include their evaluation of what the facility is worth. Both parties, HCA and BOCC, have agreed to finding a single specialized appraiser for the facility, resulting in cost savings.	Communications continue, awaiting letter from HCA leadership. Intend to find a specialized appraiser that both parties agree to use.	TBD
Priority 4	Interim: Meghan DiGiacomo	Develop a plan of action for utility extensions	Opened a Task Order for the amount of \$25,000 out of the 19-20 economic development budget with Kimley-Horn for ongoing general engineering, environmental and planning services for utilities (water & sewer) county-wide with hopes to continue services into ongoing years. Have spent approximately \$13,000 so far. Have additional \$25,000 set aside in current fiscal year budget (20-21) to continue services. Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team.	Kimley-Horn provided suggested next steps/deliverables with pricing included for ongoing efforts and implementation. Working our way down the list; within the bounds of funding. Kimley-Horn is working with utility partners and local engineers to compile missing data and beginning testing of lift stations to determine capacity and flow rates. Applied for rural toolkit grant to possibly reimburse up to \$25,000.	Ongoing
Priority 5	Laurie Hurner	Build reserves to 3.5 Months and plan for a millage reduction	Continuing to monitor the current COVID-19 situation and the immediate and anticipated financial impacts. OMB engaged PFM to assist with future revenue estimations. A hiring and spending freeze has been implemented. Directors continue to be fiscally responsible during the budget process.	Continue to monitor the impacts of COVID and to be fiscally responsible with spending, while maintaining County services.	Ongoing
Priority 6	Sarah Albritton/ Ric Fleeger	Hurricane shelter upgrades including a Pet-Friendly shelter	Cost to expand the current dog Kennel project at Animal Control is \$41,000.	Pending approval of Animal Control project.	TBD

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 7	TBD	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Review feedback from Tourist Development	Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.	Ongoing
Priority 8	Randy Vosburg	Support Administration in designing & preparing a succession plan	Receiving succession plan suggestions from Directors.	Schedule meetings with individual directors to discuss plan.	TBD
Priority 9	Laurie Hurner	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 10	Clinton Howerton	Recycling Program	Work to improve recycling efficiency from residents. Evaluating alternative options to meet State mandated goals.	Additional public education efforts have begun, including videos, mailouts, and meetings.	Ongoing

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Feb 2, 2021 9:00 AM

**PRESENTER: Clinton Howerton Jr., P.E. - County Engineer
Randy Vosburg - County Administrator**

SUBJECT/TITLE: Update on Solid Waste Franchise Contract

STATEMENT OF ISSUE

Waste Connections of Florida Inc. sent a letter to Highlands County dated Jan 12, 2021 requesting consideration be given with respect to modification of the current contract due to the unforeseen abnormally high contamination rates of the residential recycling materials being collected, specifically, the cost of disposal for contaminated recycling material.

RECOMMENDED ACTION

Item for update and discussion

FISCAL IMPACT

No fiscal impact at this time

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Feb 2, 2021 9:00 AM

PRESENTER: Randy Vosburg - County Administrator
Clinton Howerton, Jr., P.E. - County Engineer

SUBJECT/TITLE: Update on Septage Disposal Issue

STATEMENT OF ISSUE

Update on issue of lack of facilities located within Highlands County to dispose of Septage from waste haulers.

RECOMMENDED ACTION

Discussion Item

FISCAL IMPACT

No Fiscal Impact

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: 1/26/2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Request approval to confirm Tanya Cannady as Business Services Director

STATEMENT OF ISSUE

After an interview panel conducted interviews and gave their recommendation from a pool of well-qualified candidates, I am pleased to announce my choice of Tanya Cannady as Business Services Director. State statute and Board policy require confirmation by the Board when hiring Director-level and above positions.

RECOMMENDED ACTION

Move to confirm Tanya Cannady as Business Services Director

FISCAL IMPACT

The agreed upon salary for the position is within the budgeted amount for FY 20/21.

Attachments: [Tanya Cannady resume.pdf](#)

Tanya Cannady, CPA, CDM

District General Manager with more than five years of experience in providing executive leadership to the Sun 'n Lake Community. Key strengths and achievements in financial reporting, management, quick and effective decision making, capital improvement projects and community relationships. Additional skills include excellent personal and communication skills, ability to train and lead operations, recruit personnel, team player, problem solving and self-motivated.

Experience

MARCH 2015 - PRESENT

General Manager, Sun 'n Lake of Sebring Improvement District

Reporting to a five member Board of Supervisors with a community of 9,000 residents, overseeing the current \$11.3 million operating and capital budget, 42 employees, administration of golf and restaurant management services agreement with 80 employees, water and wastewater utility operations and all other District services. Responsible for implementation and compliance with policies, procedures, Highlands County ordinances, strategic planning under the Board's direction, budget preparation and administration. Represents the District with other governmental agencies, residents, recreation members and property owners.

Key Results:

- The District has maintained more than 9 months of cash reserve balances over the last 10 years and assets exceeded liabilities by \$32 million in 2019.
- Drainage remediation projects in the amount of \$1 million completed over the last 4 years.
- Construction of the new Maintenance Facility and Island View Restaurant kitchen expansion and Lanai enclosure, financing the projects with cash reserves.
- Instrumental in obtaining a legal opinion to remove the Fifth Third Bank \$10 million Note Payable as a liability from the balance sheet (debt service fund) since the District was not contractually obligated to refund the Note
- Implemented a new marketing campaign, brand refresh, and logo to accurately reflect the lifestyle of Sun 'n Lake as new residential construction increases with an increased demand for recreational amenities.

JANUARY 2011 – MARCH 2015

Director of Finance, Sun 'n Lake of Sebring Improvement District

Responsible for monthly financials, budget compliance and reporting, annual audit coordination with external auditors, risk management, human resources, compliance with policies and procedures, capital project administration, cash and investment management, fixed asset inventory and assessment billing and payments.

JANUARY 2011 – MARCH 2015

Director of Finance, Sun 'n Lake of Sebring Improvement District

Responsible for monthly financials, budget compliance and reporting, annual audit coordination with external auditors, risk management, human resources, compliance with policies and procedures, capital project administration, cash and investment management, fixed asset inventory and assessment billing and payments.

2002-2003

Internal Auditor, Highlands County Clerk of Courts

Responsibilities included to perform and report findings and recommendations on compliance with internal programs.

1994-2011

Audit Manager, Wicks, Brown, Williams & Co.

Performed and managed audits including preparation of audited financial statements for governments and non-for-profit entities under Government Auditing Standards and the Single Audit Act, responsible for tax planning, tax preparation and financial statements for a variety of clients including individuals, corporations and partnerships.

Licenses

Certified Public Accountant in Florida, 1997

Certified District Manager, 2017

Education

MAY 1994

Bachelor of Science Business Administration, Major: Accounting

University of Central Florida

MAY 1991

Associate of Arts

South Florida Community College

**Tanya Cannady,
CPA, CDM**

5049 Myrtle Beach Dr.
Sebring, FL 33872
863-3814113
tecannady@yahoo.com

References

Mr. Jerome Kaszubowski, Clerk
Highlands County Clerk of Courts
430 S Commerce Ave.
Sebring, FL 33870
(W) 863-402-6565

Mr. William Handley
Retired, Highlands County Board of County Commissioner
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