

*Welcome*

*to the*

FLORIDA FAITH-BASED AND  
Advisory  
Council COMMUNITY-BASED

**ORIENTATION GUIDE**



## Table of Contents

Overview of the FBCB Advisory Council.....	1
Statutory Charge .....	1
Vision Statement.....	1
Mission Statement.....	1
FBCB Advisory Council Appointments .....	2
FBCB Advisory Council Membership.....	2
FBCB Advisory Council Workgroups.....	2
FBCB Advisory Council Meetings .....	2
FBCB Advisory Council Website .....	2

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## Overview of the FBCB Advisory Council

The Florida Faith-Based and Community-Based Advisory Council (Advisory Council or Council) was created in 2006 in section (s.) 14.31 Florida Statute (F.S.)<sup>1</sup>. State leadership felt that increased involvement of faith-based and community organizations was not a sufficient substitute for necessary public funding of services to individuals, families and communities in need. Likewise, they believed that without the involvement of these groups, public expenditures alone would limit the effectiveness of these government investments. The cost effectiveness of public expenditures can be greatly improved when government is focused on results and public-private partnerships are sought as a complement in order to leverage the talent, commitment and resources of faith-based and community organizations.



During the 2010 Legislative Session, the Sunset requirement for the Advisory Council was repealed through legislation sponsored by Senator Mike Bennett and Representative Clay Ford. In addition, the Advisory Council was assigned to the Executive Office of the Governor, where it is administratively housed through the Office of Adoption and Child Protection (Office). The statutory charge of the Council is listed below, along with the vision and mission statements created by the Council.

### Statutory Charge

*To advise the Governor and the Legislature on policies, priorities and objectives for the state's comprehensive efforts to enlist, equip, enable, empower, and expand the work of faith-based, volunteer, and other community organizations to the full extent permitted by law.*

### Vision Statement

*To maximize the collaboration between faith-based and community organizations and State agencies to help strengthen individuals and families.*

### Mission Statement

*The Florida Faith-Based and Community-Based Advisory Council exists to facilitate connections to strengthen communities and families in the state of Florida.*

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<sup>1</sup> Section 14.31 Florida Statutes:  
[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0000-0099/0014/Sections/0014.31.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0014/Sections/0014.31.html)

## FBCB Advisory Council Appointments

Members appointed to the Council serve four year terms, except that the initial terms shall be staggered as determined by s. 14.31 F.S., appointed by and serving at the pleasure of the Governor, Senate President, and Speaker of the House of Representatives. Each year, the Executive Office of the Governor reviews membership terms and communicates information to members, whose appointment terms may be expiring, on processes to be considered for reappointment or to refer other candidates for consideration. Should members have questions about their appointment, they can contact the Office or their respective appointment authority:

- Governor Appointments: <http://www.flgov.com/appointments/>
- Senate President Appointments: <http://www.flsenate.gov/Offices/President/?Tab=Appointments>
- Speaker of the House Appointments: [http://www.flhouse.gov/contentViewer.aspx?Category=PublicGuide&File=Appointments\\_To\\_Boards\\_And\\_Commissions.html](http://www.flhouse.gov/contentViewer.aspx?Category=PublicGuide&File=Appointments_To_Boards_And_Commissions.html)

## FBCB Advisory Council Membership

The Advisory Council shall consist of 25 members and may include, but need not be limited to, representatives from various faiths, faith-based organizations, community-based organizations, foundations, corporations, and municipalities.

To ensure the Council is able to fulfill its responsibilities outlined in s. 14.31 F.S., each member is asked to:

- Participate fully in all scheduled Council meetings.
- Serve on at least one Council workgroup and participate fully in all scheduled workgroup meetings/activities.
- Serve as a regional point of contact for citizens and organizations on comments, questions or concerns related to the efforts of the Council.
- Identify opportunities at the local, regional or state levels to support and/or advance Council efforts and initiatives.
- Communicate ideas, questions or concerns with the Executive Office of the Governor
- Be responsive to and submit information requested by the Executive Office of the Governor.

All activities of the Council are governed by s. 286.011 F.S., also known as the Sunshine Law<sup>2</sup>. This law provides a right of access to governmental proceedings of public boards or commissions at both the state and local efforts. The law is equally applicable to elected and appointed boards, and applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There are three basic requirements of the law:

- Meetings of public boards or commissions must be open to the public;
- Reasonable notice of such meetings must be given; and
- Minutes of the meeting must be taken and promptly recorded.

Advisory boards and committees created by public agencies may be subject to the Sunshine Law, even though their recommendations are not binding upon the entities that create them. Accordingly, in the absence of statutory exemption, any gathering of two or more members to discuss any matter on which foreseeable action may be taken must be open to the public, notified to the public, and minutes kept.

## FBCB Advisory Council Meetings

As required by s.14.31 F.S., the Council shall meet at least once per quarter per calendar year. Meetings may be held via teleconference or other electronic means. The Council will vote annually to select a member to serve as Vice Chair, with the current Vice Chair ascending to the role of Chair for the next year as agreed by the Council. For action initiated by the Council, thirteen (13) members must be present to constitute a quorum. Members of the Council shall serve without compensation but may be reimbursed for per diem and travel expenses.

During scheduled Council meetings, members will conduct general business (approval of meeting minutes, voting, etc.), hear updates from Council workgroups, and presentations on specific initiatives from state and local organizations. Additionally, the Council may recognize local organizations for their efforts to advance the Council's statutory charge by issuing a certificate of recognition. These organizations may also be recommended for nomination by a state agency for the *Champion of Hope Award* that takes place at the annual Faith Symposium. A copy of s. 14.31 F.S. is provided to participants during scheduled meetings to encourage their thoughts and perspectives on questions the Council is required to provide recommendations to the Governor, President of the Senate and Speaker of the House of Representatives. As the Council convenes for its last quarterly meeting of the year, the Office will work to present information on the responses received from the community in order to assist members in defining their recommendations to state leaders. Council members will also identify locations and possible meeting dates for the next year to enable members to plan ahead and participate.

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<sup>2</sup> 2016 Sunshine Law: <http://www.myfloridalegal.com/sun.nsf/sunmanual>

A discussion of issues by the Council may result in the need to take a vote. Voting by members on issues coming before the Council will be initiated by a motion from one member and second by another. Once this occurs, the Chair will ask members to respond by stating “I” if they are in favor of the issue, then ask for those opposed to the issue to state “I”. The majority of votes will determine if an issue passes or not. If there is uncertainty in determining the majority, the Chair may ask for a roll call vote in order to identify how each member has voted. For the selection of the Vice Chair position, the Council will first seek volunteers and nominations from members present. All nominations made should be for members who are present at the meeting in order to determine if they accept the nomination. Once all candidates are identified, the Chair will ask for a roll call vote to identify how each member has voted and to announce the member receiving the most votes as Vice Chair for the next year. Members present for a Council vote may not abstain from voting, unless there is, or appears to be, a possible conflict of interest<sup>3</sup>. If there is or appears to be a possible conflict of interest, the member shall comply with the disclosure requirements of s. 112.3143 F.S. All procedures used during the voting process will be documented in the meeting minutes and a copy of the form used to record votes will be maintained for public inspection in accordance with s. 286.011 F.S.

Depending on where the Council will convene for a scheduled meeting, efforts to coordinate a site visit may take place to enable member to experience local efforts, and consider possibilities to share these efforts for replication or duplication in their respective areas. The Council may also coordinate scheduled meetings to occur in conjunction with other activities (e.g., conferences, events, etc.) in order to maximize each member’s experience and time away from their other professional duties. All activities occurring before, during and after scheduled meetings will be recorded as part of the Council’s meeting minutes in accordance with s. 286.011 F.S. The minutes from previously scheduled Council meetings, or other publicly noticed meetings, will be shared in advance of the next scheduled meeting and voted on at the meeting by Council members. The culmination of all recommendations by, and meetings and activities of, the Council will be summarized in the Council’s annual report.

## FBCB Advisory Council Workgroups

In order to fulfill the Council’s mission and statutory charge, the Council may establish workgroups to advance efforts to enlist, equip, enable, empower, and expand the work of faith-based, volunteer and community-based organizations to work cooperatively with government entities in order to deliver services more effectively.

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<sup>3</sup> Section 286.012 Florida Statutes:  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0200-0299/0286/Sections/0286.012.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/Sections/0286.012.html)

The Council's workgroups focus on supporting state agency and local organization initiatives and activities in order to:

- Raise awareness of key issues,
- Facilitate connections to:
  - The right people at state and local levels to address barriers and challenges,
  - Individuals or groups in order to maximize impact through collaborative and coordinated approaches,
- Initiate or support existing efforts that promote family stability, healthy child development, public safety, emergency response, and community engagement that can result in opportunities for citizens to be informed of, and access, available services and supports within their areas.

As of December 2016, the Council has established six (6) workgroups that address the following areas (listed in alphabetical order):

- **Annual Conference Workgroup** – engages Council members to provide suggestions and recommendations of speakers, presenters, break-out sessions, and activities to enhance the work of the state agency team responsible for the annual Faith Symposium. The workgroup will identify opportunities and strategies to recognize high performing/contributing faith-based and community-based organizations at the Faith Symposium and other venues.
- **Child Welfare Workgroup** – focuses on advancing efforts to enhance and improve the welfare of children through the identification of best practices and innovative programs and services on topics to include prevention of child maltreatment, foster care, adoption, independent living, human trafficking, health and well-being, youth with disabilities, and education. The workgroup will bring together state agency liaisons and various faith-based and community-based organizations to identify needs, gaps in services, and propose solutions in order to facilitate a more collaborative and coordinated approach to working with state government agencies.
- **Criminal Justice Workgroup** – focuses on advancing efforts to enhance and improve programs and services through the identification of best practices and innovation on topics to include prevention, early intervention, diversion and re-entry or reintegration of adults and juveniles from jail and juvenile facilities, substance abuse, mental health, and persons with disabilities. The workgroup will bring together state agency liaisons and various faith-based and community-based organizations to identify needs, gaps in services, and propose solutions in order to facilitate a more collaborative and coordinated approach to working with state government agencies.
- **Disaster Planning Workgroup** – to further engage faith-based and community-based organizations and groups in the state's efforts to effectively prepare, respond, and recover from natural and man-made disasters. The workgroup will assist in facilitating connections between organizations and groups to existing state/regional/local teams and networks to enable communities to come together before and after disasters.
- **Family Initiatives Workgroup** – focuses on advancing efforts to enhance and improve programs and services through the identification of best practices and innovation on topics to include family preservation, healthy marriage, fatherhood, single parent families, and other family related issues such as employment and homelessness. The workgroup will bring together state agency liaisons and various faith-based and community-based organizations to identify needs, gaps in services, and propose solutions in order to facilitate a more collaborative and coordinated approach to strengthening families.

- **Legislative Workgroup** – works closely with all Advisory Council workgroups to research and identify recommendations to refine, improve, and strengthen policies and legislation affecting Advisory Council workgroup areas of focus and faith-based and community-based organizations. A summary of all policy and legislative recommendations will be provided to the Governor and Legislature for consideration as part of the Florida Faith-Based and Community-Based Advisory Council’s annual report.

Each Council workgroup has a designated Lead who convenes meetings of their respective workgroup and provides updates to Council members during scheduled meetings. Meetings of each workgroup may take place outside of scheduled Council meetings, or may occur before the start of a scheduled Council meeting. All workgroup meetings are required to follow s. 286.011 F.S. by being open to the public, properly noticed, and have minutes taken and recorded. The Office works with each designated Lead to schedule and coordinate workgroup meetings. Should members have questions regarding the scope or activities of the workgroup, they are encouraged to speak with the Office, who may schedule a publicly noticed meeting with the Lead if the questions may involve information that may come before the workgroup or Council in the future. Should items arise during workgroup meetings that may require a vote, the workgroup Lead may solicit input from workgroup members before bringing items before the Council at a scheduled meeting, or other publicly noticed meeting, as required by s. 286.011 F.S..



FBCB Advisory Council Website

The Office maintains the Council’s website that is publicly accessible at [www.flgov.com/fccb](http://www.flgov.com/fccb). Information on the website includes:

- Brief overview of the Council and mission and vision statements.
- Volunteer opportunities throughout state government.
- Photos and biographies for each member, including their appointment authority, areas they can assist others with, and participation on Council workgroups.
- A map identifying the general location of each member aligned to Florida Judicial Circuits and the Department of Children and Families’ regions.
- The Council’s current annual report.
- A listing and description of each Council initiative or workgroup.

Additionally, information (i.e., date, times and location) and materials for the next scheduled Council meeting are posted, along with an archive of previous scheduled meetings and associated materials. At any time a member has questions related to information posted on the Council’s website, they are encouraged to contact the Office.