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| **Cabinet Workgroup Chair:** | | | **Cabinet, Executive Director:** | | |
| **Victoria Vangalis Zepp** | | | **Lindsey Perkins** | | |
| **Phone:** | 850-241-6309 | | **Phone:** | 850-488-9410 | |
| **Email:** | Victoria@clarity-1.com | | **Email:** | Lindsey.perkins@myflfamilies.com | |
| **Workgroup Purpose** | | The purpose of this workgroup is to assist the Florida Children and Youth Cabinet efforts to, “design and implement actions that will promote collaboration, creativity, increased efficiency, information sharing, and improved service delivery between and within state governmental organizations that provide services for children and youth and their families. In particular, the efforts shall include the long-range planning process mandated by s. 216.013, Florida Statutes.” | | |
| **scope** | | The Scope of this workgroup is to:  **Workgroup must determine scope and priority, that align with full Cabinet:**   * **Short-term goals**   + **Decide on only 1 or 2 attainable and relevant initiatives/projects that can be accomplished within one year and develop action steps to accomplish** * **Long-term goals**   + **Prioritize each existing identified goals, plus “wish list” items** | | |
| **Membership, roles, responsbilities** | | **Workgroup Chair**: Victoria Vangalis Zepp   * Ensure workgroup Charter is followed * Lead Workgroup meetings * Assist Executive Director in setting agenda * Ensure agenda is followed * Establish sub-group(s) as needed for development of plans or research * Obtain consensus from members on workgroup plans and decisions * Promulgate workgroup recommendations to full Children’s Cabinet for consideration   **Executive Director:** Lindsey Perkins   * Assist Chair with meeting logistics: agenda, schedule, minutes, materials * Facilitate workgroup minutes, summaries and posting of meeting documents to the Children’s Cabinet website * Provide review assistance for business plans, policy and research * Maintain contact list for Technology Workgroup contacts * Communicate with members on behalf of the chair * Ensure Government in the Sunshine rules are known and applied.   **Members:**  Technology Workgroup members are appointed by the agency head from the following participating Cabinet member agencies:   |  |  | | --- | --- | | Technology Workgroup Voting Members | | | Florida Children & Youth Cabinet Agency | Technology Workgroup Member | | Children and Family Services | Marc Slager | | Juvenile Justice | Geoff Fulcher | | Agency for Persons with Disabilities | Grendy Henry | | Office of Early Learning | Melanie May | | Department of Health | Joe Wright | | Agency for Health Care Administration | Mike Magnuson | | Department of Education | Andre Smith | | Statewide Guardian Ad Litem Office | Greg Ramsey | | Office of Adoption and Child Protection | Zack Gibson | | Office of State Courts Administrator | Rose Patterson | | Superintendent of Schools |  |   Technology Workgroup members, or delegates, are expected to attend all workgroup meetings fully prepared to discuss agenda items and to provide input and status reports regarding all assignments requested by the Chair or Executive Director. It is critical all Florida Children and Youth Cabinet agencies are represented and fully engaged at every Technology Workgroup.   |  |  | | --- | --- | | Technology Workgroup Non-Voting Subject Matter Experts | | | Agency/Entity | Subject Matter Expert (SME) | | Agency for State Technology | Maureen Olson | | Agency for State Technology | Deborah Stevens | | Child Welfare Expert | Dr. Patty Babcock | | Florida State University Suicide Prevention Expert | Dr. Heather Flynn |   Subject matter experts will provide input and status reports as requested by the Chair or Executive Director.  Other individuals representing Florida state agencies, universities, and local, and federal government partners associated with Florida children and youth services are welcome to participate as non-voting members. | | |
| **Meetings, operations** | | Meetings will be held monthly with teleconference available for guests. Webcasts or on-line access will be provided (as needed) for shared viewing of electronic files. Subgroups will be used to research topics to be shared with the full workgroup.  Meetings of subgroups will be held as needed at the discretion of the subgroup chair or as directed by the workgroup chair.  Meeting summaries will be distributed within 3 business days after each meeting along with pertinent meeting documents. All documents and discussions associated with this workgroup are subject to the Florida open records laws and are subject to public records requests. DCF will be the custodian of workgroup documentation for public record requests. | | |
| **Authority, Boundaries, resources** | | The Technology Workgroup will be a self-governed group and as such does not have delegated spending, enforcement, or rule making authority.  All work will be performed by participating members based on time and resources authorized by their associated agency/entity for the collective good of the Florida Children and Youth Cabinet.  This charter shall be revisited within a year from the date of ratification, and if no action is taken this charter will be invalidated at that time. | | |
| **Success criteria** | | **Workgroup needs to determine its success criteria.** | | |

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| **approval** | *Role* | *Name* | *Signature* |
|  | Children and Family Services | Marc Slager |  |
|  | Juvenile Justice | Geoff Fulcher |  |
|  | Agency for Persons with Disabilities | Grendy Henry |  |
|  | Office of Early Learning | Melanie May |  |
|  | Department of Health | Joe Wright |  |
|  | Agency for Health Care Administration | Mike Magnuson |  |
|  | Department of Education | Andre Smith |  |
|  | Statewide Guardian Ad Litem Office | Greg Ramsey |  |
|  | Office of Adoption and Child Protection | Zack Gibson |  |
|  | Office of State Courts Administrator | Rose Patterson |  |
|  | Superintendent of Schools |  |  |