



# BOARD OF DIRECTORS' MEETING

[www.ChildrensBoard.org](http://www.ChildrensBoard.org)

## Vision

Hillsborough County will be recognized as one of the top places in the nation to raise children.

## Mission

The Children's Board of Hillsborough County promotes the well-being of children and families by **uniting community partners, investing in innovative opportunities, and leading the county in best practices**—so the whole community can realize its full potential.

## Meeting Date

**Regular Board Meeting**  
**Thursday, June 23, 2011**  
**2:00 p.m.**



**Children's Board**  
HILLSBOROUGH COUNTY

*Dreams Worth Growing*

Board Room • 1002 E. Palm Ave., Tampa, FL 33605



Children's Board  
HILLSBOROUGH COUNTY

Dreams Worth Growing

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# AGENDA – Regular Board Meeting, June 23, 2011

## CALL TO ORDER

**C. BROWN**  
5 minutes

- Invocation
- Quorum Verification

## ROUTINE ACTION - APPROVAL OF MEETING MINUTES

**C. BROWN**  
5 minutes

- **Approval** of Regular Board Meeting, May 26, 2011

## MONTHLY REPORTS

15 minutes

- Chief Executive Officer's Report ([verbal report](#))
- Chief Executive Officer's Funding Approval & Program Expenditures Report
- Financial Statements – April 2011
- Hillsborough Youth Collaborative Report – Community Tampa Bay ([verbal report](#))

*L. Panacek*

*S. Coates*

## STRATEGIC THINKING

20 minutes

- “The Big Picture” of the 2012 Strategic Plan

*L. Panacek*

## PUBLIC COMMENT

The Children's Board of Hillsborough County welcomes comments from the public. Those who wish to address the Board may do so at this time. Those addressing the Board should clearly state their full name and affiliation for the official record.

## RECOMMENDED ACTION

15 minutes

- **Approval of** Program Recommendations
- **Approval of** Millage Rate and FY 2012 Budget

*A. Petrilá*

*T. Williams*

## INFORMATIONAL ITEMS

- None.

## ADJOURNMENT OF MEETING

## JULY BOARD WORKSHOPS

[http://www.childrensboard.org/board\\_meeting\\_dates.aspx](http://www.childrensboard.org/board_meeting_dates.aspx)

<b>July 12, 2011</b>	3:00 P.M.	Board Workshop Boardroom
<b>July 14, 2011</b>	9:00 A.M.	Board Workshop Boardroom
<b>July 19, 2011</b>	3:00 P.M.	Board Workshop Boardroom
<b>July 20, 2011</b>	9:00 A.M.	Board Workshop Boardroom

**THERE ARE NO REGULAR BOARD OR COMMITTEE MEETINGS SCHEDULED IN THE MONTH OF JULY**

# Routine Action – Approval of Meeting Minutes

REGULAR BOARD MEETING – MAY 26, 2011

<b>Subject</b>	Regular Board Meeting	<b>Date</b>	May 26, 2011
<b>Facilitator</b>	Luanne J. Panacek, CEO	<b>Meeting Time</b>	3:00 p.m. to 5:00 p.m.
<b>Location</b>	Children’s Board of Hillsborough County 1002 E. Palm Avenue Tampa, Florida 33605 Boardroom	<b>Adjourned</b>	The meeting adjourned at 4:37 p.m.
<b>Board Member Attendance</b>	Valerie Goddard, Board Chair Judge Katherine Essrig, Vice-Chair John Evon, Secretary/Treasurer Commissioner Kevin Beckner Chris Brown Doretha Edgecomb Pete Edwards Maryellen Elia Susan Schneider		
<b>Other Attendees</b>	Luanne J. Panacek, CEO of the Children’s Board John Bakas, Esq., Board Attorney Madelyn Hornbeck, Recorder, in the absence of Yolanda Cotroneo. For a complete list of staff and other attendees, please contact the Board office at (813) 204-1724 or via email at <a href="mailto:ycotroneo@childrensboard.org">ycotroneo@childrensboard.org</a> .		

Key Points Discussed		
No.	Topic	Highlights
1.	Call to Order	Ms. Valerie Goddard, Board Chair, <b>called the meeting to order at 3:12 p.m.</b> and gave the invocation. A quorum was established to proceed with the meeting.
2.	Routine Action - Approval of Meeting Minutes, 03/24/11	The meeting minutes dated March 24, 2011 were not provided at this meeting and will be provided at the next Regular meeting.
4.	Monthly Reports	<p><b>Nominating Committee Report</b> – Ms. Susan Schneider, Committee Chair, reported that the Nominating Committee comprised of Susan Schneider, Committee Chair; MaryEllen Elia, Doretha Edgecomb and Pete Edwards met on Thursday, May 12<sup>th</sup> at 4:00 p.m. at the Children’s Board and considered the new Slate of Officers. The Committee reviewed forms completed by each Board member regarding their willingness to serve in an officer or committee chair capacity. Committee members recognized the outstanding service provided by the existing slate yet acknowledged that gubernatorial appointees’ terms will expire in December 2012, and a change in slate would provide other appointees an opportunity to serve in an Officer capacity.</p> <p>Mr. Edwards indicated for the public record that he felt that the Nominating Committee did a good job in selecting the new Slate of Officers and took a lot into consideration prior to making a</p>

Key Points Discussed		
No.	Topic	Highlights
		<p>recommendation. He, personally, has no interest in serving as an Officer for the Children’s Board because he enjoys his role as a Board member advocating for children and families.</p> <p>The Board members thanked the officers for their service and Ms. Goddard for her hard work, dedication to families, the respect and support of the community she was able to bring and the way in which she dealt with confrontations graciously. Thank you for the leadership and opportunities provided.</p> <p>Ms. Goddard thanked the Board for their service and for always responding to her request for attendance when necessary.</p> <p><b>Recommendation:</b> The Children’s Board of Hillsborough County’s Nominating Committee is requesting board approval of the following slate of officers for a term from May 26, 2011 until the next annual meeting of March of 2012 or until their successors are elected. The Slate of Officers is as follows: Chris Brown, Chair; John Evon, III, Vice-Chair; and Valerie Goddard, Secretary/Treasurer. <b><i>Mr. Edwards made a motion to approve; the motion was seconded by Ms. Elia, and the motion carried by a unanimous vote of 9 to 0.</i></b></p> <p><i>***The gavel was passed on to Mr. Chris Brown, Board Chair, at this time.***</i></p> <p><b>Chief Executive Officer’s Report</b> – Dr. Luanne J. Panacek, CEO, pointed out that there are two books being recommended for staff and Board members to read, and those books have been ordered by the Resource Library are sitting on a table in the Boardroom. The two books being recommended for reading are “Switch” and “Made to Stick” by Chip and Dan Heath. She asked that each Board member pick up a copy from the office and <b>Cliff Notes would also be provided. Dr. Panacek also indicated that she will be providing a written CEO report versus taking up the time at this meeting.</b></p> <p><b>Programs Report</b> – Ms. Amy Petrila, Director of Programs, reported that the quarterly provider forum was well attended with 188 providers present with very lively discussion around the Funding Plan 2012. Since May 10<sup>th</sup>, CBHC staff has been reviewing the performance of all of the 107 funded programs. <b><i>The recommendations will be provided at the Board workshop scheduled on June 9<sup>th</sup> from 12- 1:30 p.m. at the Children’s Board.</i></b></p> <p>In summary, there is one program on a performance improvement plan and one program of concern, which was discussed with the Board at the last Board meeting, i.e. Beulah Baptist out of school time. Staff is confident that the program will be able to comply with the plan and will be submitting their FY 2010 audit by the deadline, June 30<sup>th</sup>. There are six other programs that have performance issues at the first level and as staff goes through the review, there may be more programs also at the first level. There have been five community meetings held over the last two weeks to get input on the results area, and a summary of those meetings will be provided at the Board workshop scheduled on June 9th.</p>

Key Points Discussed		
No.	Topic	Highlights
		<p>After the provider forum, Dr. Panacek and Ms. Petrilá sent correspondence to the community laying out the timeline and intentions. A copy of the letter was provided to all Board members for information. The Board commended staff for getting that letter out to the providers in a timely fashion.</p> <p>A copy of the “Frequently Asked Questions” regarding the new funding plan was provided to the Board and will be updated as more questions are posed. A new header has also been added to the navigation panel on the website labeled “For Providers” and will be updated on a routine basis.</p> <p>Ms. Bobbi Davis is submitting three grants on May 27<sup>th</sup>; America’s Promise Salvation for the 100 Best Places to Raise Young People, Wallace Foundation and DoE for 21<sup>st</sup> Century Learning Centers for middle school afterschool programs. The Wallace and DOE grants both support after or out of school time.</p> <p>Discussion ensued among the Board as to how the after school sites were selected, i.e. Boys and Girls Club, how were the middle schools selected, specifics about the grants and a status report on the Parks and Recreation meetings.</p> <p>Ms. Davis responded that the Boys and Girls Club site was selected for out of school time because they already have relationships with Pierce, Webb, the Sligh Avenue Club and RCMA. The middle school names came from the school system as being the lowest performing schools. Ms. Davis also reported that meeting at the Parks and Recreation sites with parents have gone well and that each of those discussions have been lively and challenging.</p> <p>The Roundtable subcommittee on Parks and Recreation made a recommendation to the BOCC for a new funding and business model. This model would allow Parks and Recreation to focus on their core mission of recreation and would shift out of school time activities with its standards and emphasis on academics to shift to school based locations. This shift in funding model would greatly reduce the county Parks and Recreation budget. The meetings at the sites were to inform parents of the options they have for their children after school. It was emphasized by the CEO and the Board that staff need to be crystal clear with the community and the media that this funding reduction is a Hillsborough County Government activity and not a Children’s Board effort.</p> <p><b>Voluntary Separation Incentive Program Report</b> – Mr. John Bakas, Esq., reported that no CBHC staff members are interested in VSIP, and that staff indicated all eligible CBHC employees have acknowledged in writing that they are not interested. No further action is required by the Board. However, there is additional information and opportunities regarding VSIP he can share at an Executive Committee meeting. The Board members questioned whether the Resolution was still required, and Mr. Bakas responded that it would not be required. <b>A status report will be provided at the next Executive Committee meeting scheduled on August 11, 2011.</b></p>

Key Points Discussed		
No.	Topic	Highlights
		<p><b>Hillsborough Youth Collaborative Report</b> - A monthly report highlighting the HYC's activities during the month of May, 2011 was provided. Dr. Panacek indicated that she would like to discuss a way for CBHC to work with the HYC members over the summer so that HYC could be involved in and understand the direction of the proposed new funding plan. <b>A workshop will be scheduled during the summer and HYC members will be invited to participate and give feedback. This is also an opportunity for them to become ambassadors of CBHC.</b></p> <p><b>Proclamation Presentation</b> – Commissioner Kevin Beckner read into the record a copy of the Proclamation adopted by the Board of County Commission for Child Abuse Prevention month. <b>Ms. Edgecomb indicated that next year she would like the Hillsborough County School District and all the partner agencies to make a joint proclamation for child abuse prevention. She also suggested that the partners could do this with some kind of press conference that speaks about the well-being of our children.</b> All Board members supported this idea.</p> <p>Ms. Martha Guzman, CBHC Staff, reported that she is very excited to hear this recommendation. She reminded the Board that the state has a Child Abuse Prevention Plan and Ms. Guzman's work locally has been recognized by the state office. Dr. Panacek stated that the number of children coming in foster care is on the rise again around the state and in Tampa and we all need to advocate for programs and other supports to prevent child abuse.</p> <p>Mr. Evon suggested that CBHC should put together a task force to comfort those who suffer from losses, i.e. hurricanes, tornadoes, etc. and volunteered to chair the Committee. Mr. Buddy Davis, CBHC Staff, responded that Hillsborough, Pinellas and Pasco counties have been working together to develop joint strategies for response during and after a disaster. All of the CBHC family support and resource centers are also doing disaster planning with the families.</p> <p><b>Chief Executive Funding Level Report</b> – This is a standard monthly report highlighting all of the funded recommendations that have been approved under the CEO funding level.</p> <p><b>Financial Statements</b> - Board members were provided with the Financial Statements for March 2011.</p>
5.	Recommended Action	<p><b>Approval of the Transfer of the Heart Gallery to Camelot</b> – Approve contract of up to \$72,977 with Camelot Community Care for ongoing operation of the Children's Board Heart Gallery of Tampa Bay. (annual Heart Gallery budget is \$283,424, amount requested reflects operating costs July 1- Sept. 30, 2011.) <b>Ms. Elia made a motion to approve this item; the motion was seconded by Mr. Edwards, and motion was approved by a vote of 9 to 0.</b></p> <p>Ms. Petrila reported that this program is like other innovative programs developed under auspice of CBHC (e.g., the Early Literacy Model, the Parent Support Program, and Positive Spin). Typically when programs become fully developed and sustainable they are moved into the community to be operated by an appropriate community agency. This then allows the CBHC to return to its core mission of uniting, investing and leading.</p>

Key Points Discussed		
No.	Topic	Highlights
		<p>Ms. Elia asked why funds were being requested for one quarter of the contract. Ms. Petrila responded that back in February, the Board requested that the contract be delayed until July 1<sup>st</sup>. Dr. Panacek responded that the anticipation is that the contract would be renewed by the Board at the Budget Workshop. Discussion ensued related to the budget.</p> <p>Mr. Jeff Rainey, Executive Director of HKI, acknowledged that the Children's Board has made the Heart Gallery what it is today and the delay to July 1<sup>st</sup> was requested because of the HKI fiscal year fiscal. He stated that this is a true collaboration and hopes that the Heart Gallery will be able to find placements for over 160 kids available for adoption.</p> <p>Mr. Edwards asked whether all of the issues have been resolved. Mr. Rainey responded that when the discussions began there were issues going on in the state system not related to the Heart Gallery. He explained that at the time two deaths (children) had occurred in Miami and HKI was under a lot of pressure and were given a lot of operational tasks to address those issues. Mr. Rainey felt that it was in the best interest of the Heart Gallery to wait before HKI took on another project.</p> <p>There were also questions regarding personnel and whether those issues were also resolved. Mr. Edwards wanted to make sure that Camelot is hiring qualified personnel that are well versed with the neighborhoods they are working in and wants to make sure there is diversity among the Heart Gallery staff. Mr. Mike Dibrizzi, Executive Director of Camelot, stated that Camelot couldn't be more excited about the collaboration with the Children's Board and they are eager to operate the Heart Gallery in a manner in which the CBHC Board would be pleased.</p> <p>After the discussion, <b>Ms. Edgecomb requested that in the future when items come back to the Board for the second or third time for consideration that staff provide all the previous minutes and background information to assist Board members in their discussion and ability to take action. This would assist the Board in making informed and expedited decisions.</b> There being no further discussion by the Board, the recommendation was approved.</p>
	Public Comment	Mr. Steve Martaus, Executive Director of Early Childhood Council, invited the Board members to the Early Childhood Council's annual conference to be held on June 2 and 3, 2011. <b>A formal invitation will be emailed.</b>
	Other Business	No other business discussed at this meeting.
	<b>Adjournment</b>	There being no further business to discuss, <b>the meeting was adjourned at 4:37 p.m.</b>

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	<b>CEO Report</b> – The CEO will provide Cliff Notes for “Switch” and “Made to Stick” by Chip and Dan Heath and a written CEO report.	Luanne Panacek	06/23/11
2.	<b>Voluntary Separation Incentive Plan</b> - A status report will be provided at the next Executive Committee meeting on the law and its options.	John Bakas	08/11/11

Action Plan			
No.	Action Item(s)	Owner	Target Date
3.	<b>Programs Report</b> – Since May 10 <sup>th</sup> , CBHC staff has been reviewing the performance of all of the 107 funded programs. The recommendations will be provided at the Board workshop scheduled on June 9 <sup>th</sup> .	Amy Pettila	<b>Complete.</b> <b>06/01/11</b>
4.	<b>Funding Plan Discussion/Workshop</b> - A workshop will be scheduled during the summer and HYC members will be invited to participate and give feedback. This is also an opportunity for them to become ambassadors of CBHC.	Luanne Panacek	To be scheduled
5.	<b>Proclamation Presentation</b> – Commissioner Kevin Beckner read into the record a copy of the Proclamation adopted by the Board of County Commission for Child Abuse Prevention month. Ms. Edgecomb indicated that next year she would like the Hillsborough County School District and all the partner agencies to make a joint proclamation for child abuse prevention. She also suggested that the partners could do this with some kind of press conference that speaks about the well-being of our children.	Martha Guzman	03/01/12
6.	<b>Heart Gallery Recommendation</b> - Ms. Edgecomb requested that in the future when items come back to the Board for the second or third time for consideration, staff to provide all the previous minutes and background information to assist Board members in their discussion and ability to take action. This would assist the Board in making informed and expedited decisions.	Yolanda Cotroneo	Ongoing
7.	<b>Early Childhood Conference</b> - A formal invitation will be emailed to all Board members regarding the Early Childhood Council's annual conference to be held on June 2 and 3, 2011.	Yolanda Cotroneo	<b>Complete.</b> <b>05/27/11</b>

READ AND APPROVED BY:

\_\_\_\_\_  
CHRIS BROWN, CHAIR

**REGULAR BOARD MEETING – MARCH 24, 2011**

To be provided under separate cover.

# Monthly Reports

## CHIEF EXECUTIVE OFFICER'S REPORT

**Verbal Report** – Dr. Luanne Panacek, CEO, will be providing the Board with status reports on emerging issues and miscellaneous activities.

**CHIEF EXECUTIVE OFFICER FUNDING APPROVAL LISTING**

**Fiscal Year 2011 (October 1, 2010 - September 30, 2011)**

<b>Funding Amount</b>	<b>Category</b>	<b>Agency/Program - Description</b>
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<b>0</b>		<b><i>October 2010 Total</i></b>

\$40,000	Match	<b>Hillsborough Education Foundation, Inc.</b> – Graduation Pathways An integrated approach to address the needs of at-risk students and keep them on the path toward high school graduation.
\$15,000	Technical Assistance	<b>Tampa Bay Black Business Investment Corporation (TBBBIC)</b> – Micro-lending Project TBBBIC would be responsible for making microloans to low income entrepreneurs and small businesses.
\$10,000	Technical Assistance	<b>Hispanic Business Initiative Fund Of Florida, Inc.</b> – Micro-lending Project The Hispanic Business Initiative Fund (HBIF) would work in partnership with the Tampa Bay Black Business Investment Corporation (TBBBIC) by offering technical assistance to help low income entrepreneurs become “loan ready” and provide on-going TA and support.
\$75,000	Match	<b>Hillsborough County Board Of County Commissioners Thirteenth Judicial Circuit Court, Inc.</b> – Specialized General Magistrate Program Expansion In an effort to effectively address the continuing mental health and special needs of children in Hillsborough County’s dependency court and increase the probability of positive outcomes, the 13 <sup>th</sup> Judicial Court is requesting \$75,000 to expand its Independent Living/Mental Health Magistrate Court Program to support a General Magistrate position for one year.
<b>\$140,000</b>		<b><i>November 2010 Total</i></b>

<b>0</b>		<b><i>December 2010 Total</i></b>

<b>0</b>		<b><i>January 2011 Total</i></b>

<b>0</b>		<b><i>February 2011 Total</i></b>

<b>0</b>		<b><i>March 2011 Total</i></b>

\$4,125	Technical Assistance	<b>Hillsborough County Center of Excellence, Inc. – Home Instruction for Parents of Preschool Youngsters (HIPPY)</b> This request is for 5 computers and 2 laptops for the HIPPY Program to support the new web-based HIPPY USA Efforts to Outcomes data system.
<b>\$4,125</b>		<b><i>April 2011 Total</i></b>

<b>0</b>		<b><i>May 2011 Total</i></b>
<b>\$144,125</b>		<b><i>Grand Total YTD</i></b>

## PROGRAM EXPENDITURES REPORT

Children's Board of Hillsborough County  
**FY 2011 PROGRAM EXPENDITURES REPORT**  
 30-May-11

	Beginning Budget	YTD Amount Approved by the CEO/Board	YTD Uncommitted Funds Available	Updated as of 3/31/11 Proposed Board Memos & TA Commitments	Uncommitted Funds Available
<b><u>New Funding</u></b>					
Technical Assistance / Match (Pre-Competitive Process)	\$ 140,000	140,000	\$ -	- \$	-
Technical Assistance - Capacity Building (Competitive Process)	\$ 200,000	-	\$ 200,000	-	\$ 200,000
Technical Assistance - Capacity Building (For Funded Providers only)	\$ 60,000	4,125	\$ 55,875	\$	55,875
<b>Total Funds Available</b>	<b>\$ 400,000</b>	<b>\$ 144,125</b>	<b>\$ 255,875</b>	<b>- \$</b>	<b>255,875</b>

## CHILDREN'S BOARD FINANCIAL STATEMENTS – APRIL 2011

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### CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

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#### Monthly Financial Report **April 2011**

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## Fiscal Year 2011 Budget

	FY 2011 Original Budget	Changes	FY 2011 Revised Budget
<b>Revenues</b>			
Ad-Valorem Taxes	31,270,743		31,270,743
Investment Income	51,361		51,361
Revenue Maximization Funding	1,325,000	306,002	1,631,002
Grants	695,900		695,900
Administrative Services Organization	1,750,000		1,750,000
Other Community Partner Funding	241,866		241,866
Miscellaneous Income	175,944		175,944
ELC Employee Lease (reimb) Income	847,096		847,096
<b>Total Revenues</b>	<b>36,357,910</b>	<b>306,002</b>	<b>36,663,912</b>
<b>Expenditures</b>			
Program Expenditures:			
CBHC Funded Program Expenditures	29,748,543	405,931	30,154,474
Other Community Partner Program Expenditure	1,934,500		1,934,500
CBHC New Program Expenditures	400,000		400,000
Other CBHC Program Expenditures	1,596,015		1,587,515
Total Program Expenditures:	33,679,058		34,076,489
Operating			
Salaries	3,809,520		3,809,520
Employee Benefits	1,493,791		1,493,441
Contracted Professional Services	93,624	12,600	106,224
Facility Expenditures	356,097		356,097
Professional Development	57,875		57,875
Other Operating	195,713	5,290	209,853
Total Operating	6,006,620		6,033,010
Non-Operating			
Capital Outlay	0	61,994	61,994
Local Government Fees	1,410,447		1,410,447
ELC Employee Lease (reimb) Expense	847,096		847,096
<b>Total Expenditures</b>	<b>41,943,221</b>	<b>485,815</b>	<b>42,429,036</b>
<b>Net Spend Down of Fund Balance</b>	<b>(5,585,311)</b>		<b>(5,765,124)</b>

## **Financial Statement Definitions**

### • **Revenues**

- **Investment Income** includes revenue from the various interest-bearing accounts as well as any unrealized gain or loss recognized from the Local Government Investment Pool Fund B investments.
- **Revenue Maximization Funding** are earnings generated from federal and state funding sources outside of the community. Children's Board dollars are used to generate the additional dollars.
- **Grants** are funds generated from foundations or other government organizations for which the Children's Board has applied. An example would be the 21<sup>st</sup> Century grant recently awarded to CBHC.
- **Administrative Services Organization Funding** represents contributions from other community partners specifically designated for use in the ASO program. These dollars are included in the overall expense line of the ASO program dollar allocation.
- **Other Community Partner Funding** represents funds contributed from our community partners such as HKI and United Way.
- **Miscellaneous Income** consists of facility rental income, Heart Gallery contributions, administrative fees, and miscellaneous donations.
- **ELC Employee Lease (reimbursed income)** represents the employee lease agreements CBHC has with other agencies, currently Early Learning Coalition(ELC). These employees are paid directly by CBHC and the agency subsequently reimburses CBHC for both the fringe and salary expenditures. There is also a corresponding leased employee expenditure offset which results in zero budgetary impact.

### • **Expenditures**

- **CBHC Program Expenditures** – This represents the dollars in continuation contracts funded by CBHC property tax and Targeted Case Management dollars
- **Other Community Partner Program Expenditures** represents expenditure of funds contributed from our community partners such as HKI and United Way passed through CBHC that are included in our continuation contracts.
- **CBHC New Program Expenditures** – This includes one-time new Technical Assistance and Match dollars available for FY 2011
- **Other CBHC Program Expenditures** represent expenditures for internally managed programs including the Administrative Services Organization, Heart Gallery, Family Support & Resource Center, and Kidspeak Art Gallery. This also includes expenditures directly related to program activities such as the internet radio, public education and awareness campaign & training.
- **Other Operating** contains general insurance, printing, office supplies, dues & subscriptions,
- **Statutory/Required** represents legal, audit and Civil Service fees.
- **Local Government Fees** includes tax collector's and property appraiser's fee as well as the city storm water tax and the community redevelopment assessment.

## Statement of Revenue and Expenditures

April 2011

FY 2011

	Revised YTD Budget	FY 2011 YTD Actual	FY 2011 Variance \$	FY 2011 Variance %
<b>Revenues</b>				
Ad-Valorem Taxes	28,769,084	28,924,935	155,851	1%
Investment Income	29,971	97,651	67,680	226%
Revenue Maximization Funding	968,500	908,382	(60,118)	-6%
Grants	0	6,151	6,151	0%
Administrative Services Organization	1,584,814	1,651,876	67,062	4%
Other Community Partner Funding	66,194	69,292	3,098	5%
Miscellaneous Income	122,319	136,388	14,069	12%
ELC Employee Lease (reimb) Income	406,129	368,406	(37,723)	-9%
<b>Total Revenues</b>	<b>31,947,010</b>	<b>32,163,081</b>	<b>216,071</b>	<b>1%</b>
<b>Expenditures</b>				
Program Expenditures:				
Continuation and New Funding	14,890,780	13,652,615	1,238,165	8%
Other CBHC Program Expenditures	783,925	797,192	(13,267)	-2%
Total Program Expenditures:	15,674,705	14,449,807	1,224,898	8%
Operating Expenditures				
Salaries	2,222,850	2,073,973	148,877	7%
Employee Benefits	871,631	805,101	66,530	8%
Contracted Professional Services	80,854	79,452	1,402	2%
Facility Expenditures	207,772	194,183	13,589	7%
Professional Development	33,760	14,462	19,298	57%
Other Operating	134,927	132,023	2,904	2%
Total Operating	3,551,794	3,299,194	252,600	7%
Non-Operating				
Capital Outlay	61,994	56,177	5,817	9%
Local Government Fees	1,260,937	1,282,271	(21,334)	-2%
ELC Employee Lease (reimb) Expense	406,129	368,406	37,723	9%
<b>Total Expenditures</b>	<b>20,955,558</b>	<b>19,455,855</b>	<b>1,499,703</b>	
<b>Net Cash Flow</b>	<b>10,991,453</b>	<b>12,707,226</b>	<b>(1,283,632)</b>	

## Revenue Variance Analysis

### Statement of Revenues

April 2011

	FY 2011 Revised YTD Budget	FY 2011 YTD Actual	FY 2011 Variance \$	FY 2011 Variance %
<b>Revenues</b>				
Ad-Valorem Taxes	28,769,084	28,924,935	155,851	1%
Investment Income	29,971	97,651	67,680	226%
Revenue Maximization Funding	968,500	908,382	(60,118)	-6%
Grants	0	6,151	6,151	0%
Administrative Services Organization	1,584,814	1,651,876	67,062	4%
Other Community Partner Funding	66,194	69,292	3,098	5%
Miscellaneous Income	122,319	136,388	14,069	12%
ELC Employee Lease (reimb) Income	406,129	368,406	(37,723)	-9%
<b>Total Revenues</b>	<b>31,947,010</b>	<b>32,163,081</b>	<b>216,071</b>	<b>1%</b>

- **Investment Income**

- ✓ Over budget due to Local Government Investment Pool (LGIP) valuation changes which resulted in a gain rather than a budgeted loss for January. The LGIP makes monthly adjustments in the valuation of the investments in Fund B based on market conditions.

- **Miscellaneous Income**

- ✓ Over budget due to revenue from Geoffrey Canada sponsorship.

## Expenditure Variance Analysis

### Statement of Expenditures

April 2011	FY 2011 Revised YTD Budget	FY 2011 YTD Actual	FY 2011 Variance \$	FY 2011 Variance %
<b>Expenditures</b>				
Program Expenditures:				
Continuation and New Funding	14,890,780	13,652,615	1,238,165	8%
Other CBHC Program Expenditures	783,925	797,192	(13,267)	-2%
Total Program Expenditures:	15,674,705	14,449,807	1,224,898	7%
Operating				
Salaries	2,222,850	2,073,973	148,877	7%
Employee Benefits	871,631	805,101	66,530	8%
Contracted Professional Services	80,854	79,452	1,402	2%
Facility Expenditures	207,772	194,183	13,589	7%
Professional Development	33,760	14,462	19,298	57%
Other Operating	134,927	132,023	2,904	2%
Total Operating	3,551,794	3,299,194	252,600	7%
Non-Operating				
Capital Outlay	61,994	56,177	5,817	9%
Local Government Fees	1,260,937	1,282,271	(21,334)	-2%
Leased Employees	406,129	368,406	37,723	9%
<b>Total Expenditures</b>	<b>20,955,558</b>	<b>19,455,855</b>	<b>1,499,703</b>	<b>31%</b>

- **Professional Development**

- ✓ The Professional Development category is under budget \$19,298. Normal expenses have not been incurred to date. Travel expenses will be limited and employees have been encouraged to utilize website and internal resources for training.

Children's Board Of Hillsborough County  
Investments Statement  
**April 2011**

<u>Investment Instrument</u>	<u>Financial Institution</u>	<u>Balance</u>	<u>Maturity</u>	<u>Yield</u>
Interest Bearing Checking	Wachovia Government Advantage	2,614,900	1 day	0.15%
LGIP	Florida State Board of Administration	27,040,565	N/A	0.30%
Wells Fargo	Advantage Funds	<u>1,002,183</u>	1 day	0.03%
		<b><u>30,657,648</u></b>		

<b>Status of LGIP Fund B</b>		<b>% of Orig Balance</b>
Original Fund B Balance (12/07)	2,327,404	
Total Distributions	1,929,607	82.91%
<b>Principal Balance @ 4/30/11</b>	<b><u>397,797</u></b>	17.09%
<b>Breakdown of Principal Balance</b>		
<b>Estimated Unrealized Loss</b>	72,353	3.11%
<b>Estimated Net Asset value*</b>	<b><u>325,444</u></b>	13.98%

\*Estimated Net asset value is the amount the Children's Board would receive from those securities if they were redeemed at this point in time.

**Estimated Lapse Report  
Fiscal Year 2011**

	<b>Revised Budget</b>	<b>YTD Actual</b>	<b>Estimate for Remainder of FY 2011</b>	<b>Projected Lapse</b>
<b>Revenues</b>				
Ad-Valorem Taxes	31,270,743	28,924,935	2,345,808	0
Investment Income	51,361	97,651	(159,751)	(113,461)
Revenue Maximization Funding	1,631,002	908,382	227,620	(495,000)
Grants	695,900	6,151	687,749	(2,000)
Administrative Services Organization Funding	1,750,000	1,651,876	(46,628)	(144,752)
Other Community Partner Funding	241,866	69,292	170,208	(2,366)
Miscellaneous Income	175,944	136,388	114,494	74,938
ELC Employee Lease (reimb) Income	847,096	368,406	478,690	0
<b>Total Revenues</b>	<b>36,663,912</b>	<b>32,163,081</b>	<b>3,818,190</b>	<b>(682,641)</b>
<b>Expenditures</b>				
<b>Program:</b>				
Continuation and New Funding	32,488,974	13,652,615	18,223,141	613,218
Other CBHC Program Expenditures	1,587,515	797,192	701,407	88,916
<b>Total Program Expenditures:</b>	<b>34,076,489</b>	<b>14,449,807</b>	<b>18,924,548</b>	<b>702,134</b>
<b>Operational</b>				
Salaries	3,809,520	2,073,973	1,549,958	185,589
Employee Benefits	1,493,442	805,101	570,659	117,682
Contracted Professional Services	106,224	79,452	117,129	(90,357)
Facility Expenditures	356,097	194,183	110,962	50,952
Professional Development	57,875	14,462	26,765	16,648
Other Operating	209,853	132,023	149,521	(71,691)
<b>Total Operational</b>	<b>6,033,011</b>	<b>3,299,194</b>	<b>2,524,994</b>	<b>208,823</b>
<b>Non-Operational</b>				
Capital Outlay	61,994	56,177	56,107	(50,290)
Local Government Fees	1,410,447	1,282,271	128,176	0
ELC Employee Lease (reimb) Expense	847,096	368,406	478,690	0
<b>Total Expenditures</b>	<b>42,429,037</b>	<b>19,455,855</b>	<b>22,112,515</b>	<b>860,667</b>
<b>Total Projected Lapse</b>				<b>178,026</b>

**Narrative/Assumptions**  
**FY 2011 Estimated Lapse**

- **Revenues**
  - Interest Income is projected lower than budget due to lower than expected interest rates. The current interest rate fluctuates around .30%. Interest was budgeted to range from .60% to .90%.
  - Revenue Maximization Funding
    - TCM revenue is projected to be \$400,000 under budget due to decreased billing by providers. Billings at the end of FY 2010 and beginning of FY 2011 included back billings that have not continued to occur.
  - DCF adoption support is projected to be under budget by \$95,000 because Sylvia Thomas Center is serving less of the eligible families in this category.
  - Administrative Services Organization revenue and associated expenditures will be under budget based on those agencies projected spending.
    - Miscellaneous income is over budget because revenue because of revenue received from Hillsborough County for reimbursement of D. Dixon salary and a few small donations and reimbursement for expenses.
- **Expenditures**
- **Program**
  - Continuation and New Funding is expected to be under budget by \$613,218.
  - Other CBHC Program Expenditures is expected to be under budget because the Heart Gallery transfer to an outside agency and the CBHC FSRC lapse in salaries.
- **Operational**
  - Salaries are under budget because of two FTE vacancies.
    - Benefits are under budget because of the two vacancies as well as the reduction in the FRS rate for July thru September 2011 due to the required 3% staff contribution.
      - Contracted Professional Services are over budget because of the additional expense for polling and ASO software development and maintenance.
  - Facility Expenditures are under budget due to lower than budgeted utilities, cleaning expenses and IT maintenance and repair costs.
  - Professional Development expenditures are under budget due to broader use of online trainings and meetings as well as less travel to Tallahassee.
  - Other Operating is over budget because of accelerated IT conversion to virtualization, in FY 2011, in order to realize savings much sooner.
- **Non-Operational**
  - Capital Outlay is projected to be over budget by \$50,290 because of the re-branding of the Children's Board signs. These funds will be spent out of lapse dollars.

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

Original Projections during Board Workshop in August 2010

**PROJECTIONS at .500 Millage**

FISCAL YEARS 2010-2015

	FY 2010 Revised Budget	FY 2010 Estimated Actual	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
MILLAGE RATE	.5000	.5000	.5000	.5000	.5000	.5000	.5000
Projected Tax Revenue (mill. @ .5000 w/ 11.3% dec in tax base in FY 2011, 1% inc FY 2012, 6% inc FY 2013 & FY 2014, 7% inc FY 2015)	34,947,420	34,981,981	31,007,998	31,069,608	32,929,284	34,900,541	37,338,329
Rental Income - HKI/ELC	61,000	60,444	60,444	60,444	60,444	60,444	60,444
Excess Fees - Tax Collector & Gain/Loss on Investments	146,240	396,240	81,745	275,000	275,000	275,000	275,000
Interest Income	442,000	110,000	232,358	216,746	195,123	144,687	43,611
Miscellaneous Revenue	1,078,985	1,122,841	912,596	912,596	912,596	912,596	912,596
Revenue From Other Agencies	2,407,004	3,619,101	4,062,766	4,062,766	4,062,766	4,062,766	4,062,766
<b>Total Revenue Available</b>	<b>39,082,649</b>	<b>40,290,607</b>	<b>36,357,907</b>	<b>36,597,160</b>	<b>38,435,213</b>	<b>40,356,034</b>	<b>42,692,746</b>
Operating Expenditures	8,840,769	8,393,394	8,264,228	8,240,228	8,240,228	8,240,228	8,240,228
Capital Expenditures & Building & Capital Reserve	121,650	121,650	100,000	100,000	100,000	100,000	100,000
Other - Gallery (Art & Heart) & ASO & Resource Center	966,475	964,346	1,013,666	1,013,666	1,013,666	1,013,666	1,013,666
Expenditures Related to Program Support	390,103	532,624	582,350	582,350	582,350	582,350	582,350
Continuation Program Contracts (4% reduction in FY 2011 - FY 2013, no reduction in FY 2014 & FY 2015)	31,908,091	31,970,261	31,683,043	31,032,876	29,819,305	29,819,305	29,819,305
<b>New Program Expenditures</b>	<b>1,205,000</b>	<b>1,205,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>500,000</b>	<b>2,600,000</b>
<b>Total Expenditures</b>	<b>43,432,088</b>	<b>43,187,275</b>	<b>42,043,287</b>	<b>41,369,120</b>	<b>40,155,549</b>	<b>40,255,549</b>	<b>42,355,549</b>
<b>Net Income (Loss)</b>	<b>(4,349,439)</b>	<b>(2,896,668)</b>	<b>(5,685,380)</b>	<b>(4,771,960)</b>	<b>(1,720,336)</b>	<b>100,485</b>	<b>337,197</b>
<b>Fund Balance</b>							
Total Fund Balance Beginning of Year	17,751,057	17,751,057	14,854,389	9,169,009	4,397,049	2,676,713	2,777,197
Net Income (Loss - or Spend Down of Fund Balance)	(4,349,439)	(2,896,668)	(5,685,380)	(4,771,960)	(1,720,336)	100,485	337,197
Total Fund Balance End of Year after Spend Down	13,401,618	14,854,389	9,169,009	4,397,049	2,676,713	2,777,197	3,114,394
Less Board Designated Operating Reserve & Capital Reserve*	(2,503,157)	(2,803,157)	(2,306,369)	(2,372,593)	(2,411,793)	(2,516,803)	(2,722,013)
<b>Fund Balance Available for Carry Forward of Program</b>	<b>10,898,461</b>	<b>12,051,232</b>	<b>6,862,640</b>	<b>2,024,456</b>	<b>264,920</b>	<b>260,394</b>	<b>392,381</b>
<b>Continuation Funding</b>	<b>10,898,461</b>	<b>12,051,232</b>	<b>6,862,640</b>	<b>2,024,456</b>	<b>264,920</b>	<b>260,394</b>	<b>392,381</b>
* Board Designated Operating Reserve for 3 months of operations adjusted annually to reflect 5.01% of Total Budgeted Expenditures. Capital Reserve is the balance of the annual \$100,000 reserve for building and large capital expenditures over the years.							
Additional Board designated operating reserve required *	0	0	(496,788)	66,224	39,200	105,010	205,210

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY  
**PROJECTIONS at .500 Millage**  
 FISCAL YEARS 2010-2015

Updated Projections

	Updated Oct 2010		Updated				
	FY 2010 Revised Budget	FY 2010 Estimated Actual	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
MILLAGE RATE	.5000	.5000	.5000	.5000	.5000	.5000	.5000
Projected Tax Revenue (mill. @ .5000 w/ 11.3% dec in tax base in FY 2011, 1.3% <b>dec FY 2012, 1.9% inc FY 2013, 4.8% inc FY 2014, 6.5% inc FY 2015</b> )	34,947,420	35,038,693	31,008,001	30,603,206	31,183,242	32,676,437	34,795,531
Rental Income - HKI/ELC	61,000	60,444	60,444	60,444	60,444	60,444	60,444
Excess Fees - Tax Collector & Gain/Loss on Investments	146,240	422,253	81,745	275,000	275,000	275,000	275,000
Interest Income	442,000	93,811	232,358	213,671	160,822	73,865	(34,880)
Miscellaneous Revenue	1,078,985	1,043,989	912,596	912,596	912,596	912,596	912,596
Revenue From Other Agencies	2,407,004	4,045,465	4,368,768	4,062,766	4,062,766	4,062,766	4,062,766
<b>Total Revenue Available</b>	<b>39,082,649</b>	<b>40,704,656</b>	<b>36,663,912</b>	<b>36,127,683</b>	<b>36,654,870</b>	<b>38,061,108</b>	<b>40,071,457</b>
Operating Expenditures	8,840,769	8,349,165	8,264,228	8,240,228	8,240,228	8,240,228	8,240,228
Capital Expenditures & Building & Capital Reserve	121,650	14,131	100,000	100,000	100,000	100,000	100,000
Other - Gallery (Art & Heart) & ASO & Resource Center	966,475	954,486	1,013,666	1,013,666	1,013,666	1,013,666	1,013,666
Expenditures Related to Program Support	390,103	404,868	582,350	582,350	582,350	582,350	582,350
Continuation Program Contracts (4% reduction in FY 2011, <b>4% in FY 2012, FY 2013 &amp; FY 2014, no reduction in FY 2015</b> )	31,908,091	31,030,729	32,088,974	31,032,876	29,819,305	28,764,277	28,764,277
<b>New Program Expenditures</b>	<b>1,205,000</b>	<b>1,159,339</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
<b>Total Expenditures</b>	<b>43,432,088</b>	<b>41,912,718</b>	<b>42,449,218</b>	<b>40,969,120</b>	<b>39,755,549</b>	<b>38,700,521</b>	<b>39,900,521</b>
<b>Net Income (Loss)</b>	<b>(4,349,439)</b>	<b>(1,208,062)</b>	<b>(5,785,306)</b>	<b>(4,841,437)</b>	<b>(3,100,679)</b>	<b>(639,413)</b>	<b>170,936</b>
<b>Fund Balance</b>							
Total Fund Balance Beginning of Year	17,751,057	17,751,057	16,542,995	10,757,689	5,916,251	2,815,572	2,176,159
Net Income (Loss - or Spend Down of Fund Balance)	(4,349,439)	(1,208,062)	(5,785,306)	(4,841,437)	(3,100,679)	(639,413)	170,936
Total Fund Balance End of Year after Spend Down	13,401,618	16,542,995	10,757,689	5,916,251	2,815,572	2,176,159	2,347,095
Less Board Designated Operating Reserve & Capital Reserve*	(2,503,157)	(2,803,157)	(2,426,706)	(2,052,553)	(2,291,753)	(2,238,896)	(2,299,016)
<b>Fund Balance Available for Carry Forward of Program Continuation Funding</b>	<b>10,898,461</b>	<b>13,739,838</b>	<b>8,330,983</b>	<b>3,863,698</b>	<b>523,819</b>	<b>(62,737)</b>	<b>48,079</b>
* Board Designated Operating Reserve for 3 months of operations adjusted annually to reflect 5.01% of Total Budgeted Expenditures. Capital Reserve is the balance of the annual \$100,000 reserve for building and large capital expenditures over the years.							
Additional Board designated operating reserve required *	0	0	(376,451)	(374,153)	239,200	(52,857)	60,120

THE HILLSBOROUGH YOUTH COLLABORATIVE BOARD REPORT  
May 2011



**Verbal Report** – The Hillsborough Youth Collaborative members will be providing the Board with a report on current activities and events.

# Strategic Thinking

There will be discussion regarding the “Big Picture” of the 2012 Strategic Plan.

# Recommended Action

## RECOMMENDED ACTION – PRELIMINARY APPROVAL OF MILLAGE RATE AND FY 2012 BUDGET

### NEW BUSINESS

**AGENDA NUMBER/NAME:** Preliminary Approval of Millage Rate and FY 2012 Budget

**INITIATOR:** Finance Committee

**DATE:** Regular Board Meeting, Thursday, June 23, 2011

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### **RECOMMENDED ACTION:**

PROVIDE PRELIMINARY APPROVAL OF A MILLAGE RATE OF .5000 AND FY 2012 BUDGET OF \$37,671,696.

### **BACKGROUND:**

- The Board approved preliminary FY 2012 budget and millage rate must be filed with Hillsborough County by July 1, 2011.
- The Finance Committee met on June 9, 2011 to review the detailed preliminary budget and millage rate recommendations.
- The final detailed presentation of the FY 2012 budget will be made at the August 25, 2011 business plan & budget workshop.
- Finance Committee's recommendations are: (1) set a millage rate of .5000 for Fiscal Year 2012 and (2) approve the total Fiscal Year 2012 proposed preliminary budget.
- This budget includes a spend-down of \$3,101,282 from the fund balance in FY 2012.
- Attachments to this memo provide detail for FY 2012 revenue and expenditures and a five year projection of revenue and expenditures. *(Sent as a separate attachment)*

## **RECOMMENDED ACTION – APPROVAL OF PROGRAM RECOMMENDATIONS**

To be provided under separate cover.