



BOARD OF DIRECTORS' MEETING

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, May 26, 2011
3:00 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, May 26, 2011

CALL TO ORDER

V. GODDARD
5 minutes

- Invocation
- Quorum Verification

ROUTINE/RECOMMENDED ACTION

20 minutes

- **Approval** of Regular Board Meeting, March 24, 2011 *(to be provided under separate cover)*
- **Approval of** New Slate of Officers for 2011-12
S. Schneider
- **Approval of** Transfer of Heart Gallery
A. Petrilá

MONTHLY REPORTS

30 minutes

- Chief Executive Officer's Report
L. Panacek
- Chief Executive Officer's Funding Approval & Program Expenditures Report
- Financial Statements – March 2011
- Voluntary Separation Incentive Program (VSIP) *(separate attachment)*
- Hillsborough Youth Collaborative Report – Community Tampa Bay
S. Coates
- Proclamation Presentation
K. Beckner
- Programs Report
A. Petrilá

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.

STRATEGIC THINKING

15 minutes

- This is a standard agenda item to allow Board members, staff and/or stakeholders to discuss strategic thinking items at the Board meeting.

INFORMATIONAL ITEMS

- None.

ADJOURNMENT OF MEETING

JUNE BOARD/COMMITTEE MEETINGS

http://www.childrensboard.org/board_meeting_dates.aspx

June 8, 2011	4:00 P.M.	Advocacy Committee Meeting Conference Rooms B/C
June 9, 2011	10:30 A.M.	Community, Education and Awareness Committee Meeting Boardroom
June 9, 2011	12:00 P.M.	Board Workshop Boardroom
June 9, 2011	2:00 P.M.	Finance Committee Meeting Boardroom
June 23, 2011	3:00 P.M.	Regular Board Meeting Boardroom

Routine Action – Approval of Meeting Minutes

REGULAR BOARD MEETING – MARCH 24, 2011

The meeting minutes dated March 24, 2011 was drafted, and the document was lost and not able to be retrieved. The minutes will be redrafted and sent under separate cover. Thank you.

Recommended Action

RECOMMENDED ACTION – APPROVAL OF SLATE OF OFFICERS FOR 2011-12

NEW BUSINESS

AGENDA NUMBER/NAME: Approval of Slate of Officers for 2011-12

INITIATOR: Children's Board Nominating Committee

DATE: Regular Board Meeting, Thursday, May 26, 2011

RECOMMENDED ACTION

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:

1. CHRIS BROWN, CHAIR;
2. JOHN EVON, III, VICE-CHAIR; AND
3. VALERIE GODDARD, SECRETARY/TREASURER.

BACKGROUND

- The Nominating Committee comprised of Susan Schneider, Committee Chair; MaryEllen Elia, Doretha Edgecomb and Pete Edwards met on Thursday, May 12th 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 appointee's terms will expire in December 2012 and a change in slate would provide other appointees an opportunity to serve in an Officer capacity.
- The Nominating Committee is recommending that the above candidates be elected as Children's Board Officers.
- Fiscal Impact: None.

RECOMMENDED ACTION - APPROVAL OF CONTRACT WITH CAMELOT COMMUNITY CARE FOR ONGOING OPERATION OF THE CHILDREN'S BOARD HEART GALLERY OF TAMPA BAY

NEW BUSINESS

AGENDA NUMBER/NAME: Approval of Contract with Camelot Community Care

INITIATOR: Amy Pettila, Director of Programs and Advocacy and Jesse Miller, Director, Children's Board Heart Gallery of Tampa Bay

DATE: Regular Board Meeting, Thursday, May 26, 2011

RECOMMENDED ACTION:

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.)

BACKGROUND: Like other innovative programs developed under auspice of CBHC (e.g., the Early Literacy Model, the Parent Support Program, and Positive Spin) when programs become fully developed, strong and sustainable they are more appropriately operated in the community by community agencies. **This then allows the CBHC to return to its core mission of uniting, investing and leading.**

What prompted this plan for transition? The transition plan is in response to recommendations from Heart Gallery Director, Jesse Miller. Over the past few months, the HG staff carefully evaluated the costs and benefits of a transition, and ultimately made this recommendation which will 1) reduce confusion and obstacles of potential families navigating the system of care, 2) expedite communication and increase proximity to the adoption and foster care management teams, and 3) more quickly respond to system changes and the needs of foster children.

Why is the transition proposed to occur now? The *timing* of this transition was prompted by an evaluation of vacant positions- currently there are 2 vacancies out of 3 positions. As staff prepared job postings they analyzed the unique and current needs of the Heart Gallery. After reflecting on the issues that affect Heart Gallery operations within CBHC, they recommended the transition *prior* to hiring new staff. With the support of CBHC leadership, the consensus to transition the program is an honest attempt to ensure that the Heart Gallery continues to thrive and grow.

What is the risk of transitioning the Heart Gallery to Camelot? There are numerous contractual protections in place in the Children's Board contract, Attachment 3, General Terms and Conditions:

Paragraph 5. b. Modifications Requiring Prior Approval of the Children's Board: Requires prior APPROVAL of the Children's Board to change or modify services, change staff or to amend the budget.

Paragraph 15. Performance: Allows the Children's Board to determine "in its sole discretion that Modification or Events...jeopardize the successful performance of services orproper use of funds...and to impose sanctions as deemed appropriate."

Paragraph 20. Other Financial Support: ".....PROVIDER may not use funds received from the CHILDREN'S BOARD to supplant funds previously or subsequently received from another source. The CHILDREN'S BOARD encourages use of its funds as financial match for securing funds from other sources. However, in such instances, the PROVIDER must obtain prior written approval from the CHILDREN'S BOARD."

Paragraph 24. Title to Patents, Trademarks, Copyrights and Other Materials: "If activities supported by this Agreement produce original writings, sound recordings, pictorials, reproductions, drawings or other graphic representations, and works of any similar nature (together called Intellectual Property), the CHILDREN'S BOARD may use, duplicate, and disclose such Intellectual Property in whole or in part, in any manner, for any purpose whatsoever....."

Special Conditions: In addition, language is being drafted to be added as special conditions to the Camelot Heart Gallery contract. Such language will include:

- Camelot agrees that the Children's Board, as the originator and primary funder of the Heart Gallery, will always be identified as the owner of the Heart Gallery, as per the contract requirements.
- Camelot agrees to operate the Heart Gallery and to engage in various branding and outreach activities including:
 - Camelot agrees that the name of the Heart Gallery will be "the Children's Board Heart Gallery of Tampa Bay."
 - Camelot agrees to implement the CBHC Outreach Plan for the Children's Board Heart Gallery of Tampa Bay, and to continue the use of the Children's Board Heart Gallery of Tampa Bay name and logo in all communications.
 - Camelot agrees that significant decisions affecting the Children's Board Heart Gallery of Tampa Bay will be discussed and negotiated in advance with the Children's Board and other Heart Gallery community partners.
 - Camelot agrees that The Children's Board Heart Gallery of Tampa will continue to generate revenue for reinvestment and sustainability.

DRAFT CONTRACT DELIVERABLES:

Goal 1: TRANSITION

Children's Board Heart Gallery of Tampa Bay will have a smooth transition to Camelot.

Activity: *Contract will be created and developed between the two entities detailing the budget, project liaisons, deliverables, and responsible parties.*

Activity: *Children's Board Heart Gallery of Tampa Bay staff will be relocated at Camelot.*

Activity: *CBHC staff (communications, research and program contract manager) will have at least quarterly meetings with the Camelot staff (Heart Gallery Director, Director of Care Management, Executive Director of Camelot) in order to assure that progress is being made on deliverables and that good communication is ongoing.*

Goal 2: RECRUITMENT of ADOPTIVE PARENTS

Increase the number of potential parent inquiries* generated as a direct result of Heart Gallery activities and outreach.

Activity: *Create quality photos and profiles of Heart Gallery children, upload 4 complete profiles (sibling groups count as one) per month, beginning one month after establishing staff.*

Activity: *Implement recruitment video project in collaboration with Wendy's Wonderful Kids as a targeted effort to promote children with special needs. Create and upload recruitment videos for 25% of new children served. Incorporate audio-recording component to photo shoots and integrate audio feature to 25% of new children served that do not have videos. (50% of new profiles will have audio or video feature.)*

Activity: *Design and distribute one e-blast per month to potential parent client base to increase website activity and inquiries (beginning after adding two months of new participants, monthly thereafter.)*

Activity: *Conduct surveys to potential parents and other Heart Gallery-generated inquirers to evaluate Heart Gallery customer service. (CQI)*

**Inquiries are collected from the Heart Gallery website as potential parent forms, the Heart Gallery phone lines and inquiry cards collected from exhibit sites.*

Goal 3: INCREASED EXPOSURE

Expand the reach of the Children’s Board Heart Gallery of Tampa Bay and increase public awareness of the Children’s Board of Hillsborough County through strategic touring, outreach activities and branding opportunities.

Activity: Provide increased visibility of the Children’s Board and its programs with stronger brand presence in Heart Gallery exhibits, collateral and website, including integrated outreach strategies as outlined in Children’s Board Heart Gallery of Tampa Bay Co-Branding Plan Phase 1.

Activity: Tour Heart Gallery exhibits to two host venue sites by September 30, 2011; venues to be selected based on recruitment needs, selected in partnership with adoption specialists and determined by traffic, demographics, resource potential, branding opportunities and will be implemented in consultation with community partners. *12 month deliverable= eight venues, including faith-based venues, sites not previously visited, corporate and partner agency venues.*

Activity: Participate in one community event that strategically expands the reach of the Children’s Board Heart Gallery and the Children’s Board in order to increase awareness, strengthen community partnerships and generate resources. *12 month deliverable= six events, including collaborative events with partner agencies, mass and targeted event opportunities.*

Activity: Seek press opportunities that highlight Heart Gallery children, foster and adoptive families, the Children’s Board, volunteers or other partners that provide meaningful and positive media coverage. In collaboration with the Children’s Board, Hillsborough Kids and Camelot, secure a unique press opportunity by September 30, 2011. *12 month deliverable= four unique press opportunities secured.*

Goal 4: GENERATE NEW RESOURCES FOR WAITING CHILDREN

Through targeted activities and events, generate new strategic partnerships, resources and external supports that improve the quality of life for waiting children featured in the Heart Gallery.

*Activity: Establish a volunteer committee comprised of at least seven ambassadors, business partners and adoption advocates.**

**12 month deliverable= Meet quarterly and integrate volunteers into quality of life and other HG initiatives.*

Activity: Recruit at least one new adoptive parent ambassador through the Forever Family program who can attest to the impact of the Heart Gallery by sharing their story at events, to the press, on the HG website and through other social marketing and media.

Activity: Secure at least one new business or community partnership to support quality of life activities.*

**12 month deliverable= secure four new business or community partnerships to support quality of life activities.*

Activity: Serve 90% of Heart Gallery children with birthdays July- Sep through Birthday Buddies and other HG giving initiatives which provide child-specific, timely and appropriate gifts.

Activity: Provide 5% of Heart Gallery children with additional supports that increase their ability to achieve normalcy (e.g., extra-curricular and school activities, sports, the arts, birthday parties and other unique opportunities and needs as identified by the care management team.)*

**12 month deliverable= provide 25% of Heart Gallery children with additional QOL supports.*

FISCAL IMPACT: The Children’s Board will negotiate a contract for the period July 1-September 30, 2011 for an amount up to \$72,977. These funds will be transferred from the Other Program Funding expense line item to the Continuation Funding expense line item in the FY 2011 budget.

	CURRENT BUDGET	CHANGE IN BUDGET	REVISED BUDGET
CBHC Funded Continuation Funding	\$30,154,474	\$72,977	\$30,227,451
Other Program Funding	\$ 1,609,014	(\$72,977)	\$ 1,536,037

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)

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

\$40,000	Match	Hillsborough Education Foundation, Inc. – 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	Tampa Bay Black Business Investment Corporation (TBBBIC) – Micro-lending Project TBBBIC would be responsible for making microloans to low income entrepreneurs and small businesses.
\$10,000	Technical Assistance	Hispanic Business Initiative Fund Of Florida, Inc. – 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	Hillsborough County Board Of County Commissioners Thirteenth Judicial Circuit Court, Inc. – 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 th 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.
\$140,000		<i>November 2010 Total</i>

0		<i>December 2010 Total</i>

0		<i>January 2011 Total</i>

0		<i>February 2011 Total</i>

0		<i>March 2011 Total</i>

\$4,125	Technical Assistance	Hillsborough County Center of Excellence, Inc. – Home Instruction for Parents of Preschool Youngsters (HIPPY) 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.
\$4,125		<i>April 2011 Total</i>
\$144,125		<i>Grand Total YTD</i>

PROGRAM EXPENDITURES REPORT

Children's Board of Hillsborough County
FY 2011 PROGRAM EXPENDITURES REPORT
 April 30, 2011

	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
<u>New Funding</u>					
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
Total Funds Available	\$ 400,000	\$ 144,125	\$ 255,875	-	\$ 255,875

CHILDREN'S BOARD FINANCIAL STATEMENTS – MARCH 2011

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

Monthly Financial Report **March 2011**

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- 16. Five Year Projections

Fiscal Year 2011 Budget

	FY 2011 Original Budget	Changes	FY 2011 Revised Budget
Revenues			
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
Total Revenues	36,357,910	306,002	36,663,912
Expenditures			
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	1,596,014		1,596,014
Total Program Expenditures:	33,679,057		34,084,988
Operating			
Salaries	3,809,520	(105,000)	3,704,520
Employee Benefits	1,493,791		1,493,791
Contracted Professional Services	8,700	117,600	126,300
Facility Expenditures	356,097		356,097
Travel & Training	57,875		57,875
Other Operating	195,713	5,290	201,003
Statutory/Required	84,924		84,924
Total Operating	6,006,620		6,024,510
Non-Operating			
Capital Outlay	0	112,284	112,284
Local Government Fees	1,410,447		1,410,447
ELC Employee Lease (reimb exp)	847,096		847,096
Total Expenditures	41,943,220	536,105	42,479,325
Net Spend Down of Fund Balance	(5,585,310)		(5,815,413)

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 21st 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

March 2011	FY 2011			
	Revised	FY 2011	FY 2011	FY 2011
	YTD Budget	YTD Actual	Variance \$	Variance %
Revenues				
Ad-Valorem Taxes	26,267,424	27,360,362	1,092,938	4%
Investment Income	25,693	90,594	64,901	253%
Revenue Maximization Funding	968,500	753,654	(214,846)	-22%
Grants	0	6,151	6,151	0%
Administrative Services Organization	1,584,814	1,598,572	13,758	1%
Other Community Partner Funding	66,194	67,250	1,056	2%
Miscellaneous Income	102,972	114,987	12,015	12%
ELC Employee Lease (reimb income)	456,129	475,994	19,865	4%
Total Revenues	29,471,726	30,467,564	995,838	3%
Expenditures				
Program Expenditures:				
Continuation and New Funding	9,475,951	9,098,439	377,512	4%
Other CBHC Program Expenditures	650,507	639,688	10,819	2%
Total Program Expenditures:	10,126,458	9,738,127	388,331	4%
Operating Expenditures				
Salaries	1,905,516	1,791,248	114,268	6%
Employee Benefits	747,199	688,295	58,904	8%
Contracted Professional Services	16,950	5,100	11,850	70%
Facility Expenditures	178,107	173,552	4,555	3%
Travel & Training	28,937	11,630	17,307	60%
Other Operating	130,502	113,600	16,902	13%
Statutory/Required	25,462	14,591	10,871	43%
Total Operating	3,032,673	2,798,016	234,657	8%
Non-Operating				
Capital Outlay	61,994	26,743		
Local Government Fees	1,260,937	1,182,667	78,270	6%
ELC Employee Lease (reimb exp)	456,129	475,994	(19,865)	-4%
Total Expenditures	14,876,196	14,221,547	681,392	
Net Cash Flow	14,595,530	16,246,017	314,446	

Revenue Variance Analysis

Statement of Revenues

March 2011	FY 2011 Revised YTD Budget	FY 2011 YTD Actual	FY 2011 Variance \$	FY 2011 Variance %
Revenues				
Ad-Valorem Taxes	26,267,424	27,360,362	1,092,938	4%
Investment Income	25,693	90,594	64,901	253%
Revenue Maximization Funding	968,500	753,654	(214,846)	-22%
Grants	0	6,151	6,151	0%
Administrative Services Organization	1,584,814	1,598,572	13,758	1%
Other Community Partner Funding	66,194	67,250	1,056	2%
Miscellaneous Income	102,972	114,987	12,015	12%
ELC Employee Lease (reimb income)	456,129	475,994	19,865	4%
Total Revenues	29,471,726	30,467,564	995,838	3%

- **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.

- **Revenue Maximization Funding**

- ✓ Targeted Case Management revenue is under budget due to much lower billing activity than anticipated.

- **Miscellaneous Income**

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

Expenditure Variance Analysis

Statement of Expenditures

March 2011	FY 2011		FY 2011	FY 2011
	Revised	FY 2011	FY 2011	FY 2011
	YTD Budget	YTD Actual	Variance \$	Variance %
Expenditures				
Program Expenditures:				
Continuation and New Funding	9,475,951	9,098,439	377,512	4%
Other CBHC Program Expenditures	650,507	639,688	10,819	2%
Total Program Expenditures:	10,126,458	9,738,127	388,331	6%
Operating				
Salaries	1,905,516	1,791,248	114,268	6%
Employee Benefits	747,199	688,295	58,904	8%
Contracted Professional Services	16,950	5,100	11,850	70%
Facility Expenditures	178,107	173,552	4,555	3%
Travel & Training	28,937	11,630	17,307	60%
Other Operating	130,502	113,600	16,902	13%
Statutory/Required	25,462	14,591	10,871	43%
Total Operating	3,032,673	2,798,016	234,657	202%
Non-Operating				
Capital Outlay	61,994	26,743	0	0%
Local Government Fees	1,260,937	1,182,667	78,270	6%
Leased Employees	456,129	475,994	(19,865)	-4%
Total Expenditures	14,938,190	14,221,547	681,392	209%

- **Contracted Professional Services**

- ✓ The Contracted Professional Services category is under budget \$11,850. This line item is used as needed throughout the fiscal period.

- **Travel & Training**

- ✓ The Travel & Training category is under budget \$17,307. 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.

- **Other Operating**

- ✓ The Other Operating category is under budget by \$16,902. Property and liability insurance for FY 2011 is under budget by \$9,700.

- **Statutory/Required**

- ✓ The Statutory/Required category is under budget by \$10,871. Civil Service fees for 2011 were less than estimated. Legal fees are used as needed throughout the fiscal period.

Children's Board Of Hillsborough County
Investments Statement
March 2011

<u>Investment Instrument</u>	<u>Financial Institution</u>	<u>Balance</u>	<u>Maturity</u>	<u>Yield</u>
Interest Bearing Checking LGIP	Wachovia Government Advantage Florida State Board of Administration	3,090,992 28,084,920	1 day N/A	0.15% 0.30%
Wells Fargo	Advantage Funds	<u>1,002,175</u>	1 day	0.03%
		<u>32,178,087</u>		

Status of LGIP Fund B

Original Fund B Balance (12/07)
Total Distributions

% of Orig Balance
2,327,404
1,923,700 82.65%

Principal Balance @ 3/31/11

403,704 17.35%

Breakdown of Principal Balance

Estimated Unrealized Loss

73,730 3.17%

Estimated Net Asset value*

329,975 14.18%

*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

March 2011	Revised Budget	YTD Actual	Estimate for Remainder of FY 2011	Projected Lapse
Revenues				
Ad-Valorem Taxes	31,270,743	27,360,362	3,910,381	0
Interest Income	51,361	90,594	(152,694)	(113,461)
Revenue Maximization Funding	1,631,002	753,654	382,348	(495,000)
Grants	695,900	6,151	687,749	(2,000)
Administrative Services Organization	1,750,000	1,598,572	6,676	(144,752)
Other Community Partner Funding	241,866	67,250	172,250	(2,366)
Miscellaneous Income	175,944	114,987	68,107	7,150
ELC Employee Lease (reimb income)	847,096	475,994	371,102	0
Total Revenues	<u>36,663,912</u>	<u>30,467,564</u>	<u>5,445,919</u>	<u>(750,429)</u>
Expenditures				
Program Expenditures:				
Continuation and New Funding	32,488,974	9,098,439	22,871,439	519,096
Other CBHC Program Expenditures	1,596,014	639,688	904,311	52,015
Total Program Expenditures:	<u>34,084,988</u>	<u>9,738,127</u>	<u>23,775,750</u>	<u>571,111</u>
Operational				
Salaries	3,704,520	1,791,248	1,832,703	80,569
Benefits	1,493,791	688,295	687,095	118,401
Contracted Professional Services	126,300	5,100	118,965	2,235
Facility Expenditures	356,097	173,552	131,593	50,952
Travel & Training	57,875	11,630	23,096	23,149
Other Operating	201,003	113,600	121,249	(33,846)
Statutory/Required	84,924	14,591	56,475	13,858
Total Operational	<u>6,024,510</u>	<u>2,798,016</u>	<u>2,971,176</u>	<u>255,318</u>
Non-Operational				
Capital Outlay	112,284	26,743	85,541	0
Local Government Fees	1,410,447	1,182,667	227,780	0
ELC Employee Lease (reimb exp)	847,096	475,994	371,102	0
Total Expenditures	<u>42,479,325</u>	<u>14,221,547</u>	<u>27,431,349</u>	<u>826,429</u>
Total Pojected Lapse				<u>76,000</u>

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

Original Projections during Board Workshop in August 2010

	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
Total Revenue Available	39,082,649	40,290,607	36,357,907	36,597,160	38,435,213	40,356,034	42,692,746
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
New Program Expenditures	1,205,000	1,205,000	400,000	400,000	400,000	500,000	2,600,000
Total Expenditures	43,432,088	43,187,275	42,043,287	41,369,120	40,155,549	40,255,549	42,355,549
Net Income (Loss)	(4,349,439)	(2,896,668)	(5,685,380)	(4,771,960)	(1,720,336)	100,485	337,197
Fund Balance							
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)
Fund Balance Available for Carry Forward of Program Continuation Funding	10,898,461	12,051,232	6,862,640	2,024,456	264,920	260,394	392,381
* 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

VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP) REPORT

Voluntary Separation Incentive Program (VSIP) Summary

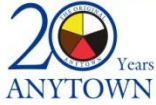
- On May 4, 2011 the Board of County Commissioners approved a Voluntary Incentive Separation Program (VSIP).
- On May 5, 2011, all Children’s Board employees received the St. Pete Times article indicating the commissioner’s approval of a buyout plan.
[ATTACHMENT I - Buy-out TRIM Employees](#)
- On May 6, 2011 all eligible employees attended a meeting and were given a hard copy summary sheet that the County provided their employees.
[ATTACHMENT II - Voluntary Separation Incentive Program \(VSIP\)](#)
- On May 9, 2011 official notification was sent to all staff offering the opportunity to participate in the Voluntary Separation Incentive Program contingent on Board approval.
“Consider this official notification that contingent upon approval of our Board of Directors, we are offering the opportunity to participate in the Voluntary Separation Incentive Program. On Thursday, everyone received the St. Pete Times article indicating the commissioners approval of a buyout plan. On Friday, eligible employees were invited to participate in a meeting to discuss this option. Several employees attended this meeting. We will continue to keep you informed as we receive information. Thank you. Luanne”
- On May 12, 2011 the Board of Director’s of the Children’s Board ratified the implementation of the Voluntary Separation Incentive Program (VSIP). All documents from the County were sent to eligible staff indicating that we will adapt the forms for use by the Children’s Board.
[ATTACHMENT III - Acknowledgement of VSIP Package](#)
[ATTACHMENT IV - Agreement and Release Instructions](#)
[ATTACHMENT V - EE Program Infor Letterhead](#)
[ATTACHMENT VI – Salary Payout Calculator](#)
[ATTACHMENT VII - CBHC VSIP Acknowledgement form](#)
- On May 19, 2011, the Voluntary Separation Incentive Program information acknowledgement form from the County was modified to reflect the Children’s Board. All six eligible individuals returned the form signed.
[ATTACHMENT VII - CBHC VSIP Acknowledgement form](#)
- By May 25, 2011 each of the eligible employees had made the decision not to participate in the Voluntary Separation Incentive Program.
- On May 25, 2011 Attorney Bakas recommended to the Board of Directors not to proceed with implementation of the Voluntary Separation Incentive Program.
[ATTACHMENT VIII - VSIP Bakas to CBHC Board May 25, 2011 Correspondence](#)

THE HILLSBOROUGH YOUTH COLLABORATIVE BOARD REPORT

May 2011



Cultivating Leaders • Changing Communities



Children's Board
HILLSBOROUGH COUNTY

Dreams Worth Growing

Children's Week Report:

April 3rd- 5th: Seven HYC members travelled to Tallahassee, FL to participate in Florida's annual Children's Week, representing youth voice from Hillsborough County and advocating for issues that are impacting children and families in this county and around the state.

Activities:

- **Hanging of the Hands:** HYC members volunteered their time to hang symbolic representations of children and youth from around the state in the Capitol Building.
- **Meeting with Janet Zink, St. Pete Times Political Reporter:** HYC members received advice on how they can use the media as a resource to advocate for youth voice and address issues that are impacting children and families.
- **Meeting with Rick Flagg, Press Center Radio Broadcaster:** HYC members discussed their youth radio project and received information and advice that they can use.
- **Meetings with Rep. Burgin and Rep. Young:** HYC members addressed certain bills that could impact children and youth and asked any questions that they had. They emphasized that the HYC can serve as a resource for them obtaining youth voice in decision making processes. Both Representatives agreed to be interviewed for the youth radio project.
- **Teens Only Town Hall Meeting:** 2 HYC members served as panelists at the town hall meeting, asking questions to the Florida Children and Youth Cabinet about issues that are impacting youth around the state and in Hillsborough County. One HYC member was able to ask a question from the audience about how the different agencies represented systemically include and value youth voice. **The future of the Florida Children and Youth cabinet is uncertain next year due to changes in leadership that Florida has experienced.**
- **College Tours:** HYC members toured FSU and FAMU. They met with some college students, participated in on campus events, asked questions about student's college experiences, and learned about things that they can expect in college.
- **Youth Advocacy Workshop:** HYC members attended this workshop, facilitated by Florida Youth Shine, and gained more knowledge about how they can practice advocacy in their communities and how they can best advocate for issues that are important to them. They were able to role-play what successful and unsuccessful advocacy looks like, so they are more equipped to add youth voice in decision-making.
- **Advocacy Dinner:** Some of the HYC members, including the panelists were permitted to attend a formal dinner where they got to practice their networking skills, spend time with the other panelists, and hear anecdotes about advocacy from a number of speakers.

Next Steps:

- HYC Members will report to CBHC Board and/or CBHC Advocacy Committee about their Children's Week experience and activities that they engaged in.

- HYC members will follow up with Rep. Burgin and Rep. Young about being interviewed for the youth radio project
- The members who attended will be working on writing a commentary for youth radio about their experiences and personal reflections
- HYC members will plan and implement a workshop that teaches other children and youth about advocacy and how they can advocate in their communities.
 - HYC members have planned the workshop and intend to facilitate it at the Boys and Girls Club for 9-12 year olds.
- HYC Members have already sent thank-you notes to all the individuals they were able to meet with during their time in Tallahassee.

PROCLAMATION PRESENTATION

Verbal Report – Commissioner Kevin Beckner will present and read into the record the Proclamation signed by the Board of County Commissioners in support of Child Abuse Prevention Month.

PROGRAMS REPORT

Verbal Report – Ms. Amy Petrila will be providing the Board with a Programs Status report, along with a “Frequently Asked Questions” document.

Strategic Thinking

This is a standard agenda item for any Board member, Staff or Stakeholder to discuss any strategic thinking items at the meeting.

Thank you,

The Children's Board of Hillsborough County