MISSION: The Children’s Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

CALL TO ORDER
Quorum Verification
Invocation and Pledge of Allegiance

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 state their full name and affiliation for the official record. In the interest of time, we ask that one person be designated to speak on behalf of a constituency and that all comments are limited to 3 minutes.

EXECUTIVE DIRECTOR DISCLOSURE

PROVIDER PRESENTATION
The Centre for Girls

ACTION ITEMS
1. Approval; January 26, 2017 Regular Board Meeting Minutes
2. Approval; Facilities Policies
3. Election of Officers

REPORTS/PRESENTATIONS

Tab 1. Executive Director Reports
   A. Activities – November 17, 2016 – January 26, 2017

Tab 2. Programs Reports
   A. New Funding Release Updates (verbal)
   B. 2016 Demographic and Outcome Data Updates (verbal)
   C. Administrative Services Organization (ASO) County Social Services (verbal)
Tab 3.
   A. Hillsborough County Child Drowning Data 2016 Report (verbal)

OLD/NEW BUSINESS

ATTACHMENTS
1. Contract Signature Logs (ASO, Programs, Vendors)
2. December 2016 Financials
3. Outreach Events
4. Good News!

IMPORTANT DATES TO REMEMBER

**March**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Executive/Finance Meeting</td>
<td>March 9, 2017</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>Regular Board Meeting</td>
<td>March 23, 2017</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>

**April**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Executive/Finance Meeting</td>
<td>April 13, 2017</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>Regular Board Meeting</td>
<td>April 27, 2017</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>
Number of Households Served by Zip Code in FY 2016 (02/01/2016 – 9/30/2016)

Map prepared by Children’s Board of Hillsborough County. Color shows number of households. Map based on 44 households served.
The Centre for Girls will provide Middle School girls (6th -8th graders), ages 11-14, residing in Seminole Heights, Sulphur Springs and nearby surrounding communities in zip codes 33603 and 33604 with afterschool, weekend and summer programming. The “Ready to Learn” programming will encompass Centre for Girls’, S.T.E.A.M. Programs, Arts-Integrated Tutoring, Girls GLOW, and Cyber Lab structured digital programs. These programs will provide healthy adult role modeling, structured learning within a framework of fun, and opportunities for growth for young girls. This program will also engage their parents and significant caregivers. The program will provide counseling and wellness services aimed at individual and family well-being to enhance child and family stability. Structured preventative workshops in Healthy Parenting, Parent-Child Communication, Anger Management and wellness workshops will be offered quarterly.

The Children’s Board began funding this primary prevention program February 1, 2016 as part of a competitive Request for Proposal process issued in 2015 - Children are Ready to Learn and Succeed for Middle School Ages. Project staff will work in collaboration with Orange Grove Middle Magnet School, Memorial Middle School, Sligh Middle School, Young Middle Magnet School, Adams Middle School, and Ferrell Middle School to recruit and transport girls to the Centre for Girls for afterschool programming. The Centre for Girls projects to serve 75 individuals annually.

Focus area: Children Are Ready To Learn and Succeed

Outcomes:
  1. At least 85% of a minimum of 75 youth demonstrate positive relationships with parents and other adults.
  2. At least 75% of a minimum of 75 youth demonstrate improved positive social behaviors.
  3. At least 85% of a minimum of 50 youth demonstrate increased school connection/engagement.
  4. At least 75% of a minimum of 75 youth have improved self-esteem.
# Regular Board Meeting Minutes

**January 26, 2017 ~ 3:00 PM**

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**REGULAR BOARD MEETING**

## SUMMARY

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
</table>
| I   | CALL TO ORDER | Megan Proulx Dempsey, Chair, called the meeting to order at 3:00 PM.  
  - Pledge of Allegiance led by M. Dempsey.  
  - M. Dempsey introduced and led the Swearing-In Ceremony for CBHC's newest Board members, Commissioner Sandra Murman and School Board member, Sally Harris. |
| II  | PUBLIC COMMENT | None. |
| III | Executive Director Disclosure | The Executive Director advised attendees that she met with each Board Member individually for a one-hour briefing to review and discuss action items on the agenda. If questions are not posed during the Board Meeting, it is not indicative of the depth of research of each agenda item presented to the Board Members. |
| IV  | PROVIDER PRESENTATIONS | Christine Worley provided a presentation for PCAT South County. Highlights included:  
  - A brief history of PCAT  
  - Ruskin Elementary Literacy Initiative 2015-2016 School Year  
  - Required Outcomes  
  - Program Activities  
  - Best Practices  
  - Measurement of Significant Achieved Outcomes |
| V   | ACTION ITEMS | M. Dempsey requested approval of the November 17, 2017, Regular Board Meeting Minutes.  
  **Motion (1)** | Motion by Sandra Murman to approve the November 17, 2017 Regular Board Meeting Minutes; seconded by Susan Schneider. C. Brown requested an amendment |
## SUMMARY

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em>to correct the date on the November 17, 2016 Regular Board meeting minutes from November 19, 2017 to November 17, 2016; motion carried by unanimous vote (9-0).</em></td>
</tr>
</tbody>
</table>
| 2.  | CBHC By-laws Revisions | **M. Dempsey** stated as part of the Children’s Board Quality Assurance process, the By-laws have been reviewed and revised. All Board members met with Kelley Parris to review the revisions and engaged in a great deal of discussion to ensure all details support best practices for the Children’s Board. The By-laws were reviewed by the Board attorney, Mr. John Bakas Jr.  

- **Motion (2)**  
  *Motion by Susan Schneider to approve the Children’s Board By-laws Revisions; seconded by Sandra Murman. No discussion; motion carried by unanimous vote (9-0).* |
| 3.  | CBHC Board Policies Revisions  
- General Agency Operations  
- Funding Community Organizations | M. Dempsey stated the CBHC Board Policies were also reviewed as part of CBHC’s QA process.  

- **Motion (3)**  
  *Motion by Susan Schneider to approve the CBHC Board Policies Revisions; seconded by Sandra Murman. No discussion; motion carried by unanimous vote (9-0).* |
| 4.  | Uniting Grants for Professional Development of Early Care Educators | **R. Bacon** stated from community discussions and current contracts that are involved in Early Learning, that Early Care educators seek additional training followed by coaching as a best practice to serve the demanding needs of young children ages birth to five and especially those that are most vulnerable to developmental delays. The grantee will work closely with CBHC, Hillsborough County School District, Child Care Licensing, Early Learning Coalition, early childcare centers, family child care homes, and community partners to develop and implement a countywide Conscious Discipline training plan for Early Care Educators serving children birth to five years old.  

- **Motion (4)**  
  *Motion by Susan Schneider to approve the Uniting Grants for Professional Development of Early Care Educators; seconded by Sally Harris. No discussion; motion carried by unanimous vote (9-0).* |

### VI. REPORTS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A</td>
<td>K. Parris reported she had sixty-five significant meetings from November 2016-January 2017.</td>
<td></td>
</tr>
<tr>
<td>1. B</td>
<td>K. Parris introduced CBHC’s new employee, Shawntaye Beato, Contract Manager.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Topic</td>
<td>Highlights</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>2. A</td>
<td>R. Bacon reported there were twenty two Technical Assistance Grants funded within cycle one. Cycle 2 was released January 4, 2017 and the Funding Workshop will take place January 27, 2017 and those applications will be due February 13, 2017. The Leading and Uniting Grants were released in November 2016 and are proceeding according to schedule, and those applications are due March 9, 2017. The Summer Services Grants were released on January 31, 2017. There is also $50,000 remaining for the Administrative Services Organization (ASO) Request for Applications.</td>
<td></td>
</tr>
<tr>
<td>2. B</td>
<td>R. Bacon provided a presentation of the ASO End of Year Report. A brief history was provided to clarify the ASO model for new Board members. S. Murman asked if the ASO collaborates with Hillsborough County regarding rental assistance and public transportation; and expressed concerns for duplication of services. R. Bacon clarified she is in contact with the appropriate County representative to ensure a coordinated system of practice. R. Bacon also stated she would gather more information regarding the Sunshine Line, as suggested by S. Murman. S. Schneider and K. Essrig commended R. Bacon on her tremendous efforts and organized management for the ASO.</td>
<td></td>
</tr>
<tr>
<td>3. A</td>
<td>T. Charo presented the FY 2017 Strategic Plan Quarter One Report. Details included updates for the following departments: Operations, Programs, Finance, Public Relations, Computer Systems Engineer, Human Resources, and Administration.</td>
<td></td>
</tr>
<tr>
<td>4. A</td>
<td>P. Scott highlighted the coverage of M. Dempsey in the Tampa Bay Business Journal as being recognized as the new Children's Board of Hillsborough County Board Chair. P. Scott reported a new CBHC Conference Room Welcome video has been created. The video was presented to the Board. P. Scott reported in late December 2016 a RFP was released for an agency to conduct the Child Safety Campaign Bus Tour. The agency selected was B2 Communications.</td>
<td></td>
</tr>
<tr>
<td>5. A</td>
<td>J. Robe provided an interactive presentation of the Children's Board Analytical Tracking System (CATS). J. Robe reported there are fifty-one programs that are funded that collect demographic data and most include outcome data. Approximately one hundred sixty five staff have been trained on the CATS system. Each organization/program was trained for about two and a half to three hours. These trainings also provided an opportunity for provider feedback to ensure the system accommodates the program’s requirements.</td>
<td></td>
</tr>
</tbody>
</table>

VII. **NEW BUSINESS**  
None

VIII. **ADJOURNMENT**  
The meeting adjourned at 4:43 PM.
### MOTIONS

1. **Motion by Sandra Murman to approve the November 17, 2017 Regular Board Meeting Minutes; seconded by Susan Schneider. C. Brown requested an amendment to correct the date on the November 17, 2016 Regular Board meeting minutes from November 19, 2017 to November 17, 2016; motion carried by unanimous vote (9-0).**

2. **Motion by Susan Schneider to approve the Children’s Board By-laws Revisions; seconded by Sandra Murman. No discussion; motion carried by unanimous vote (9-0).**

3. **Motion by Susan Schneider to approve the CBHC Board Policies Revisions; seconded by Sandra Murman. No discussion; motion carried by unanimous vote (9-0).**

4. **Motion by Susan Schneider to approve the Uniting Grants for Professional Development of Early Care Educators; seconded by Sally Harris. No discussion; motion carried by unanimous vote (9-0).**

---

READ AND APPROVED BY:

________________________
MEGAN PROULX DEMPSEY
CHAIR
ACTION ITEM NO. 2

Recommend Approval of Updated Facilities Operating Policies

Initiator: Kelley Parris, Executive Director

Action: Recommend approval of the updated “Facilities Operating Policies”.

Date: Regular Board Meeting, Thursday, February 23, 2017

Recommended Action:

Recommend approval of the updated “Facilities Operating Policies”.

Background:

As part of the Children’s Board Quality Assurance process, the “Facilities Operating Policies” have been reviewed and updated. This includes the following Policy revisions:

1. Facility Access
2. Building Security
3. Video Surveillance and Recording
4. Facility Reservations
5. Visitation Guidelines
6. Guest Safety
7. Workplace Safety
8. Universal Precautions
9. Medical Emergency
10. Disaster Response Plan
11. Disaster Emergency Response
12. Firearms and Board Property
13. Active Shooter
14. Lockdown and Shelter in Place
15. Bomb Threats
16. Fire Emergency
17. Chemical Spills
Policy Category: Facilities
Subject: Facility Reservations
Effective Date: January 30, 2017
Review Date: Annual
Last Revision:

Policy:

It is the policy of the Children’s Board to maintain a reservation process for securing facility meeting space.
Policy Category: Facilities
Subject: Facility Access
Effective Date: October 1, 2015
Review Date: Annual

Policy:

It is the policy of The Children’s Board to control secure access to Board operated facilities for the safety of employees and the security of Board owned property.
Policy:

It is the policy of the Children’s Board to ensure, as is reasonable, that employees, vendors and guests are protected from risks to their health, safety and welfare while on Children’s Board property.
<table>
<thead>
<tr>
<th>Policy Category:</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Security Video Surveillance and Recording</td>
</tr>
<tr>
<td><strong>Effective Date:</strong></td>
<td>July 30, 2013</td>
</tr>
<tr>
<td><strong>Review Date:</strong></td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td><strong>Last Revision:</strong> January 30, 2017</td>
</tr>
</tbody>
</table>

**Policy:**

It is the policy of The Children’s Board to provide established guidelines for the use of the video surveillance system.
Policy:

It is the policy of the Children’s Board to track individuals entering the Board facility for personal or professional reasons by visitors and/or vendor status.
It is the policy of The Children’s Board to set clear guidelines concerning guest and vendor behavior while in a Children’s Board facility or property.
Policy:

It is the policy of The Children’s Board to provide a safe environment, as reasonably possible, for all employees and guests. All employees are expected to take responsibility for performing work in accordance with safe standards and practices.
It is a policy of the Children’s Board to take every reasonable precaution to prevent the spread of infection in the workplace by adopting a variety of infection control measures.
Policy Category: Facilities
Subject: Medical Emergency / Personal Injury
Effective Date: January 30, 2017
Review Date: Annual

Policy:

It is the policy of the Children's Board to have an established protocol for promptly responding to medical emergencies.
Policy:

It is the policy of the Children's Board to prepare a "Disaster Response Plan" for the management of potential disasters, which may disrupt operations.
Policy Category: Facilities
Subject: Disaster Emergency Response
Effective Date: August 23, 2005
Review Date: Annual

Last Revision: January 30, 2017

Policy:

It is the policy of the Children's Board to educate staff on safety threats and the appropriate response.
Policy Category: Facilities  
Subject: Firearms on Board Property  
Effective Date: January 30, 2017  
Review Date: Annual  

Policy:

It is the policy of the Children’s Board to recognize licenses to carry concealed weapons or firearms issued pursuant to Florida Statute 790.06 does not authorize any person to carry any weapon or firearm into any Board meeting of the Children's Board. Only authorized law enforcement personnel are permitted to be in possession of or carry weapons or firearms into Board meetings.
Policy Category: Facilities  
Subject: Active Shooter  
Effective Date: January 30, 2017  
Review Date: Annual  

Policy:

It is the policy of the Children’s Board to provide an emergency response plan that is simulated annually to prepare staff, vendors, and visitors, in the event an active shooter appears to be engaged in harming or attempting to harm individuals in the building or on the grounds.
It is the policy of the Children’s Board to provide guidelines when employees and guests should be alerted to potential danger that may require immediate lockdown and shelter in place procedure activation.
Policy Category: Facilities
Subject: Bomb Threat
Effective Date: June 29, 2007
Review Date: Annual

Policy:

It is the policy of The Children’s Board to consider any bomb threat to be valid and taken seriously until proven otherwise.
<table>
<thead>
<tr>
<th>Policy Category:</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Fire Emergency</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>August 23, 2005</td>
</tr>
<tr>
<td>Review Date:</td>
<td>Annual</td>
</tr>
<tr>
<td>Last Revision:</td>
<td>January 30, 2017</td>
</tr>
</tbody>
</table>

**Policy:**

It is the policy of The Children’s Board to maintain a fire response procedure that is simulated regularly and implemented during fire emergencies to protect the safety of employees and guests.
Policy Category: Facilities
Subject: Chemical Spill
Effective Date: January 30, 2017
Review Date: Annual

Policy:

It is the policy of the Children's Board to maintain a chemical spill response plan to protect the safety of employees and guests.
Procedure Category: Facilities
Subject: Facilities Access
Effective Date: July 30, 2013
Review Date: Annual
Last Revision: January 30, 2017

Procedure:

Facility Keys:

- A key log shall be maintained by the Manager of Building and Grounds in a secure location separate from remaining copies and master keys.

- Master keys and unassigned copies of keys shall be maintained by the Manager of Building and Grounds in a separate secure location of which is known only to the Director of Administration, Manager of Building and Grounds and the Executive Director and Director of Operations.

- A single key to a particular entrance or to a secure room shall only be assigned to each staff member who the Department Director and or the Director of Administration has determined to have a consistent need for access through that particular entrance, or to have a consistent need to access that particular secure room. The request will be fulfilled when a formal request is received with appropriate supervisory approval. Upon assigning the key to a staff member, the staff member shall be required to sign and date the Key Assignment Form.

- All keys shall be returned to the Human Resource Coordinator upon separation from employment. Upon return, signed documentation shall be maintained in the personnel file.

- Should any exterior key be determined by the Director of Administration or Manager of Building and Grounds to be missing, or a staff member reports loss or theft of one or more keys, or refuses to return a key upon separation from employment, the Director of Administration and/or Manager of Building and Grounds shall have all affected locks re-keyed as soon as practicable. The re-assignment of keys shall be documented in the same manner as the original key assignment with an attached loss report.

Access Codes/FOBS:

- Only staff members who the Department Director or Director of Administration has determined to have a consistent need for access through a particular entrance, or to have a consistent need to access a particular secure room, shall be assigned an access code/FOB for doors secured electronically. No generic access codes/FOB shall be used and no two or more staff members shall be assigned the same access code/FOB. All access codes/FOB will be provided to the applicable staff members and will be documented in an "unmarked" access...
code/FOB log maintained by the Director of Administration or Manager of Building and Grounds. The access code log will reference entrances and rooms only by a non-descriptive alphanumeric location code that is established by the Director of Administration or Manager of Building and Grounds and recorded in a secure location entirely unrelated to the access code log. The access code log shall be maintained by the Director of Administration or Manager of Building and Grounds in a secure location separate from the location codes.

- Upon assigning the access code/FOB to a staff member, the staff member shall be required to sign and date the Access Code/FOB Assignment Form.

- The access code/FOB is to be recorded in the access code/FOB log, with the name of the staff member and the date of assignment. This access code may be disclosed only to the staff member to whom it was assigned. Upon separation from employment the Manager of Building and Grounds or Director of Administration will reprogram the access code/FOB. Documentation of the revocation of the access code/FOB shall be maintained with the original assignment documentation.

- Should there be reason to believe that the confidentiality of any staff member’s access code/FOB may have been compromised at any time, the Manager of Building and Grounds or Director of Administration shall immediately change that staff member’s access code or FOB and take the appropriate action to reprogram the applicable locks. The staff member whose access code or FOB was changed shall be informed of the new access code or issued a new FOB. Similarly, should the employment of any staff member having been assigned an access code be terminated or willfully separate from employment, the Manager of Building and Grounds or Director of Administration shall take the appropriate steps to change the access code or request the FOB to be returned to the Human Resource Coordinator. The new access/FOB code shall be documented with the Director of Administration or Manager of Building and Grounds access/FOB code log.
Procedure Category: Facilities
Subject: Building Security
Effective Date: July 30, 2013
Review Date: Annual
Last Revision: January 30, 2017

Procedure:

This procedure requires commitment and diligence from all employees in order to succeed.

Entrance to the Building:

- Two (2) Facilities team members must be on duty for the Children's Board Building to open to the public. Employees should be alert at all times to their surroundings, know who is in the building (guests as well as employees), know where they are and their purpose. Employees should immediately go to, or request assistance from, a co-worker if they perceive a potentially difficult situation.

- Entrance to the building and restricted access areas is granted through the use of a security-coded key fob. Upon employment, each employee will receive a key fob and, if approved by their supervisor, a security alarm code to the office building. The Manager of Building and Grounds or his/her designee will also provide written instructions and hands-on training. It is each employee’s responsibility to maintain possession and control of his/her security key fob and name badge at all times. Security key fobs assigned to individual employees should not be loaned to another employee or unauthorized person for any reason. If an employee loses his/her security key fob, he/she must immediately notify the Manager of Building and Grounds so the device can be deactivated. The cost of replacement fobs are the responsibility of employees.

- All doors with access control shall be kept in the secure position at all times unless it is necessary for them to remain open for work purposes, providing the Manager of Building and Grounds or designee, approves this temporary breach. Either a Children’s Board employee associated with the project requiring the doors to be open or the contractor performing the work shall monitor access to the restricted access areas to avoid unauthorized entrance.

- Do not allow anyone, other than CBHC employees or members of your party, to enter the building through the entrances on Palm Avenue, the East side of the building, or the West side of the building. These doors remain locked 24 hours a day and can only be entered by using a fob.

- Any security issues (e.g., unlocked doors, security alarm not set, gates not working properly) should be reported to the Manager of Building and Grounds or, in his/her absence, another Facilities Team member.
After Hours Access:

- After hours building access is allowed with employee’s supervisor’s approval and notification of the Manager of Building and Grounds.
- Employees entering the building after normal business hours are expected to properly disarm the security system and sign the Front Desk Registry including the names of any invited guests, conduct their business, sign out and properly re-arm the security system.

Manager of Building and Grounds Responsibilities:

Training:

- The Manager of Building and Grounds provides all employees with Building Security training regarding the appropriate procedures to be followed.

Physical Security System:

- The Manager of Building and Grounds monitors and supervises repairs to the physical security system in the building.

Front Lobby Control:

- The Front Desk is staffed at all times during normal business hours. The Main Entrance doors of the Children’s Board shall remain open to the public during normal business hours.
- Lobby glass doors will remain closed during normal business hours.
- The Manager of Building and Grounds designates specific, trained back-up personnel for the Front Desk.
Procedure Category: Facilities
Subject: Security Video Surveillance and Recording
Effective Date: July 30, 2013
Review Date: Annual  Last Revision: January 30, 2017

Procedure:

Camera Location, Operation, and Control:

- Buildings and grounds are equipped with video monitoring devices. Video cameras are placed in areas where surveillance has been deemed necessary as a result of potential threats to personal safety, prior property damage, or security incidents.
- Cameras are placed outside and positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on Children’s Board property or premises.
- The Children’s Board manages, controls, and audits the use and security of monitoring cameras, monitors, tapes, and computers used to store images, computer disks, and all other video records.
- Only individuals authorized by the Children’s Board have access to video monitors or are permitted to operate the controls.
- Video surveillance cameras do not have audio recording capabilities.

Notification:

- Signs are posted to notify individuals of the areas in which surveillance is conducted and the hours during which surveillance is conducted (typically 24 hours per day).
- The Board uses video surveillance to detect or to deter criminal offenses and for inquiries and proceedings related to law enforcement, deterrence, and employee discipline that occur in view of the camera.
- The Board shall not use video monitoring for other purposes unless expressly authorized by the Board of Directors and in conformance to local, state, and federal law.

Protection of Information; Disclosure, Security, and Retention of Video Recordings:

- Copies of surveillance recordings will be archived and saved for 45 days. Recordings will be automatically overwritten if no incidents have been identified.
- No attempt shall be made to alter any part of a video recording.
- Video recordings that may be relevant to the investigation of an incident will be transferred from the computer hard disk to removable media.
• All saved video records not in use shall be securely stored in a location to be determined by the Board.

• All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the Board. Video records that contain personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be retained by the Children’s Board indefinitely as a permanent archive.

• The Board shall provide reasonable security measures to prevent unauthorized access to the electronic surveillance network; however, the Board cannot guarantee that access to the network through illegal methods is impossible.

Disposal or Destruction of Recordings:

• All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated above.

• Removable media shall be shredded, burned, degaussed, or otherwise made permanently unreadable.

Video Monitors and Viewing:

• Video monitoring for security purposes is conducted in a professional, confidential, ethical, and legal manner.

• Only the Board or individuals authorized by the Children’s Board or members of law enforcement agencies have access to video monitors while they are in operation.

• Video monitors are located at the Children’s Board Front Desk, Facilities office and Security office and accessible remotely by Manager of Building and Grounds and designated staff.

• All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law.

• Camera control operators will not monitor activity based on suspicious behavior.

Requests for Video Recordings:

• Requests for video recordings will be handled in accordance with Florida Statute Chapter 119. Please refer to the CBHC Procedure Public Records Requests.
Designated employees are responsible for staffing the Front Desk during normal operating hours and monitoring access to the building.

All visitors are greeted in a professional, courteous manner and offered assistance. If they are regular visitors or scheduled visitors, they are directed to register by signing their name and the department/person they wish to visit in the Front Desk Registry.

All vendors and contractors requiring access to the second floor will be issued I.D. badges when registered that must be worn in plain sight. This I.D. badge must be returned to the Front Desk when the vendor/contractor signs out and exits the building. Front Desk employees monitor the stairwell and elevator hallway to redirect visitors to register.

Regular Visitors:
Citizens wishing to visit a particular department and persons who have scheduled meetings/appointments with Children’s Board employees are considered to be regular visitors.

Scheduled Visitors:
Scheduled visitors are divided into three (3) categories:

(1) Conference Center visitors;
(2) Vendors and Contractors;
(3) Children’s Board Family Resource Center (CBFRC) visitors.

- Front Desk employees must be notified in advance when vendors and contractors are scheduled. Contractual vendors to the Children’s Board and repair personnel who are responding to maintenance/service calls are considered to be vendors and/or contractors and must register at the front desk. All vendors and contractors must wear an I.D. badge in plain sight. When their delivery/repairs are complete, they must return to the front desk, turn in the ID badge, and sign out.

- Contracted employees conducting business at the Children’s Board, who have not been issued a permanent key fob are considered to be Contractors. Contractors must register at the front desk to be issued a temporary key fob and contractor badge. When the Contractor has completed their business at the Children’s Board, they must return their key fob, contractor badge and sign out at the front desk.
Procedure for Registered Visitors:
The following procedure shall be implemented after a regular visitor has properly registered.

Step 1:
- The Front Desk employee contacts the department/person that the visitor wishes to see.

Step 2:
- The department/person sends a pre-designated employee escort to the front lobby or greets the visitor personally at the elevator.

Step 3:
- The employee escort takes the visitor directly to the department in the restricted access area.

Step 4:
- At the end of the visit/meeting, the employee escort takes the visitor back to the elevator.
- If the visitor wishes to access individuals in a different department at the close of the primary meeting, the employee must notify the staff member and escort the individual to the appropriate area. The secondary staff person is then responsible for accompanying the visitor back to the unrestricted lobby area and inform the Front Desk of the visitor’s departure.
- Under no circumstance is a visitor to be allowed to proceed unescorted in any restricted access area. It is the responsibility of all Children’s Board employees to politely question any unidentified, unescorted visitor in restricted access areas and to escort them to the Front Desk.

Visitors Who Refuse to Sign In for Access to Restricted Areas:
- If the visitor refuses to sign in, they will not be allowed access to restricted access areas.

Children (Minors):
- Children under the age of 18 years old (minors) must be accompanied by and under the direction of a parent, designated adult, or legal guardian at all times while in a Children’s Board-owned or leased building, its parking areas or related areas. The safety and conduct of the minors are the responsibility of the parent, designated adult, or legal guardian.
Accommodations:

- Guests and vendors with a disability needing accommodation to participate in a Children's Board program, service, or activity should contact the Children’s Board at (813) 229-2884 to give as much advance notice as possible prior to the date of the intended use. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 or 1-800-955-8770 or 1-877-955-8773 (Spanish) for aid in contacting the Children’s Board.

Handling Special Situations:

Personal Belongings:

- Employees may ask to inspect bags, briefcases, backpacks, etc. Law enforcement may be called to inspect any suspicious packages or belongings.
Guests must be engaged in activities associated with the use of the Children’s Board services or the Conference Center and must remain in the designated areas. Guests not engaged in using the designated meeting room, using the Resource Center or attending a Children’s Board event shall be required to leave the premises.

The Children’s Board reserves the right to limit the size or type of personal belongings that may be brought onto Children’s Board property. Employees may dispose of unattended items after 72 hours with proper documentation and reserve the right to notify law enforcement for any suspicious or unattended items left on CBHC property. The Children’s Board is not responsible for guests’ belongings.

For safety and when requested, guests and vendors may be required to show identification, sign the entry sign-in sheets and wear guest or vendor badges at all times. If the Children’s Board’s property is leased, guests and vendors will also be required to comply with any building and parking rules of the property owner. Some spaces, events, or functions may have additional safety or use requirements.

The following activities disrupt public use of the Children’s Board and are prohibited:

- Abusing or vandalizing Children’s Board building, materials, computers, equipment or other property.
- Damaging, destroying or removing Children’s Board materials, computers, or equipment without proper authorization.
- Misusing any Children’s Board materials, property, computers, or equipment. This includes disabling Children’s Board property, computers, or equipment, changing the hardware or software or settings on a Children’s Board computer, or using a Children’s Board computer for a purpose other than that designated by the Children’s Board.
- Bathing, shaving, washing clothes or other inappropriate use of restrooms.
- Bodily hygiene that is offensive as to constitute a nuisance or health risk to others.
- Inadequate attire. Shoes shall be worn at all times, except when permitted by the event leaders.
• Bringing animals into the Children’s Board with the exception of service animals or without prior permission.

• Operating any telephone, radio or other electronic device at a volume that others can hear.

• Verbal or physical abuse or harassment of Children’s Board guests or employees.

• Harassing, intimidating behavior, stalking or any action deemed inappropriate and intended for other guests or employees.

• Behaving in a manner which reasonably can be expected to disturb other guests or employees.

• Using abusive language.

• Placing shoes on tables, chairs, furniture or equipment.

• Skateboarding, roller skating, running, throwing objects or any similar activity.

• Loud, boisterous or disruptive behavior.

• Loitering.

• Leaving individuals, minors or adults, requiring care or supervision unattended or at closing.

• Sleeping in the common areas of the facility.

• Smoking (including smokeless cigarettes) or other use of tobacco products other than when allowed in a designated parking lot area.

• Bringing weapons into the Children’s Board unless the guest is law enforcement or has other authorization to carry.

• Possessing, consuming or being under the influence of alcohol or illegal drugs.

• Illegal activity of any sort.

• Selling, petitioning, or soliciting.

• Distribution of materials and handouts unless approved as part of the permitted use.

• Sexual activity.

• Violation of active trespass warrant or remaining on Children’s Board- owned or leased property when asked to leave or after normal business hours.
• Entering or seeking to enter meeting rooms or spaces once the legal occupancy limit has been reached.

• Failure to follow Children’s Board rules or the directions of the building or designated Children’s Board employees.

Safety:

• Safety of the guests, vendors and Children’s Board employees is the highest priority. For any potentially dangerous or life threatening situation 911 should be called immediately. Guests, vendors and employees should move to the nearest designated room with a locked door.

• If a visitor becomes physically abusive or violent in nature, the Front Desk employee will utilize the “panic alarm” to request Police assistance. (NOTE: Verbal abuse is NOT a reason to call for Police assistance.)

• If a verbally abusive visitor is requested to leave the building by the Front Desk employee, and the visitor refuses, every effort shall be taken by the employee to bring problems to a mutually agreeable solution; if this is not possible, police assistance may be requested by the Director of Administration or designee. The Children’s Board participates in the Tampa Police Department Trespass Affidavit program.

• The Front Desk employee will complete the form, Complaint/Incident Report in all instances where a visitor is requested to leave the building or if Police assistance is requested. This form, Complaint/Incident Report will be submitted to the Manager of Building and Grounds with a copy to the Executive Director within 24 hours. Upon receipt of the form, Complaint/Incident Report, the Director of Administration will notify the Public Relations department and enter the information in the form, Law Enforcement Contact Log and ensure that the video surveillance is saved of the incident if applicable.

Law Enforcement:

• Law enforcement should be called when employees, guests or vendors fail to respond to a warning, a direction or request, become belligerent, disruptive, or commit an illegal act. Generally, the person in-charge (the highest ranking person on duty) authorizes the call, but when there is the possibility of a threat to life, safety, or property and the person in charge is not immediately available any employee may call law enforcement. Employees should make note of the violator’s appearance and write down a description including clothing color and style, hair color and style, skin color, eye color, gender and distinguishing characteristics, etc. Employees should not approach or attempt to detain the violator, but should keep track of his or her location.
Trespass Warrant:

- The Executive Director may determine a trespass order should be requested. Such circumstances may include, but are not limited to, guests who have a pattern of violations or whose behavior is dangerous, threatening, illegal or seriously disruptive.

Additional Immediate Reporting:

- All guest injuries, damage to Children's Board buildings, vehicles or property or damage to guest's property or vehicles and any threats or suspicious activities must be reported to the Director of Operations immediately.

Additional Reporting:

- Employees must document incidents of serious violations such as when law enforcement was requested (trespass warnings, arrests, thefts, burglaries, etc.) or any unplanned law enforcement or medical needs such as an accidents, injuries or medical emergencies using the form, Complaint / Incident Report.

- If a guest reports his or her personal property or vehicle has been stolen or damaged, employees should offer to assist them in contacting law enforcement; file a report, complete the form, Complaint / Incident Report, as well as ensure any video surveillance footage is preserved.
Procedure Category: Facilities
Subject: Workspace Safety
Effective Date: June 29, 2007
Review Date: Annual
Last Revision: January 30, 2017

Procedure:

Personal/Individual Safety and Welfare:

- Avoid taking unnecessary risks in the work area and report any visible problems. The form, “Workspace Safety Checklist” may be used as a reference. Inform the Facilities Team of any and all potential hazards in the work place.

- Areas of consideration for personal/individual safety include office safety measures such as:
  
  o Practice caution when approaching a door that can be pulled towards you when opening. Whenever opening a door that pushes away from you (opens outward) always open slowly so as not to injure a person who may be on the other side.
  
  o Never leave file drawers open or unattended. Keep desk and table drawers as well as file cabinet drawers closed when not in use. An employee should never overload a file cabinet drawer nor open more than one drawer at a time.
  
  o The Children’s Board is equipped with ladders that may be accessed by contacting the Facilities team. Never use chairs, desks, or other office furniture as a makeshift ladder. Use a step ladder and avoid overreaching and loss of balance.
  
  o Electrical cords should not be placed in areas where people walk but, if this is unavoidable, cord covers must be used.

Visible and Hidden Hazards:

- Visible and hidden hazards can cause serious injury to employees. If an employee notices a liquid spill, food scraps or other debris on the floor that would cause slipping; clean and dry the floor or remove the debris. Be careful on hard surface floors where there might be broken tile or carpet runners. On rainy days the entrances to the facility and all hard covered floors will be monitored by the receptionist to ensure that all floors are kept dry. Appropriate signage must be placed in affected areas to prevent any hazard or potential hazard.
Electrical Safety:

- Please notify the Manager of Building and Grounds or any Facilities Team member of any electrical hazards. Surge protectors should be used as directed by the manufacturer. To avoid possible electrical fire and/or injury, please do not overload the electrical outlet or the surge protector. Do not plug a surge protector into an existing surge protector. Make sure that all liquids within the confines of the work area are placed well away from all computer equipment, electrical outlets, and surge protectors. Electrical covers must be used in all common areas. EMPLOYEES ARE PROHIBITED FROM attempting to make any kind of electrical repairs.
Procedure:

In the event of an illness or injury all body and blood fluids should be considered infectious regardless of the perceived status of the source.

**Standard Precautions:**
Hand washing with water or waterless antiseptic after using the restroom, handling soiled material and after eating will reduce the chance of infection.

**Bodily Fluids:**
Spilled fluids should be removed/cleaned with the proper protective equipment (PPE). Gloves, mask, eye protection, and gown should be worn when in contact with the following:
- Blood;
- Any body fluids, secretions, and excretions, regardless of containing visible blood;
- Non-intact skin;
- Mucous membranes.

**Spill kits are located:**
- Lobby desk – first floor;
- Facilities Office – first floor, west;
- East and west kitchens, - second floor;
- Office of Director of Administration – second floor.

Spread absorbent material on spilled fluids, clean the area with the solution found in the Emergency First Responder kit. Disinfect the soiled area and dispose of PPE after use in a red bio-hazard bag and place into a no touch waste receptacle. Training for Facility staff on donning, doffing, and disposal will be made available.

Wearing gloves does not replace the need to wash hands. Use gloves, mask and gown (PPE) when exposed to hazards that may cause workplace illness.
Procedure Category: Facilities
Subject: Medical Emergency/Personal Injury
Effective Date: January 30, 2017
Review Date: Annual

Procedure:

Medical Emergency/Personal Injury:
All medical emergencies occurring on campus should be reported immediately by calling 911.

First Aid Kits are located by the Front Desk in the lobby on the First Floor and in each kitchen on the Second Floor. If a kit must be removed, make sure that it is returned as soon as possible. All incidents involving workplace injuries must be reported to Human Resources. The forms, Employee’s Report of Injury, and Supervisor’s Accident Investigation Form must be completed and returned to Human Resources. Human Resources will be responsible for completing the form, Injury Investigation Report and the First Aid Log.

Medical Emergencies include:
• Any life-threatening situation;
• Loss of consciousness;
• Chest pain;
• Excessive bleeding;
• Seizures;
• Head injury;
• Compound fractures;
• Allergic reactions with shortness of breath, excessive swelling;
• Ingestion or inhalation of a toxic substance;
• Lacerations of the eyeball.

Quick Response:
• Dial 911;
• Do not move victim unless safety dictates;
• If trained, use pressure to stop bleeding using Universal Precaution Protocol for Occupational Exposure;
• Use CPR if no pulse and not breathing;
• State that medical aid is needed and provide the following information:
  1. Location of injured person;
  2. Type of injury or problem;
3. The individual's present condition;
4. The sequence of events leading to the emergency;
5. Medical history and name of injured person's doctor, if able to obtain;
6. The location and phone number;
7. Stay on the phone with the dispatcher.

**Personal Injury Procedures:**

**Clothing on Fire:**
- Roll around on floor to smother flame or drench with water;
- Obtain medical attention; if necessary, call 911;
- Report incident to supervisor and/or member of Senior Staff.

**Hazardous Material Splashed in Eye:**
- Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes;
- Forcibly hold eye open to ensure wash behind eyelids;
- Obtain medical attention, consult Material Safety Data Sheets for appropriate response;
- Report incident to supervisor and/or member of Senior Staff.

**Minor Cuts and Puncture Wounds:**
- Vigorously wash injury with soap and water for several minutes;
- Obtain medical attention if needed;
- Report incident to supervisor and/or member of Senior Staff.

**Biological Spill on Body:**
- Remove contaminated clothing;
- Vigorously wash exposed area with soap and water for one minute;
- Obtain medical attention if needed;
- Report incident to supervisor and/or member of Senior Staff.
Procedure Category: Facilities
Subject: Disaster Response Plan
Effective Date: August 23, 2005
Review Date: Annual

Last Revision: January 30, 2017

Procedure:

Preparation:

1. Secure Vital Records

The following is a list of vital records and the position responsible for each.

- Board Minutes (Executive Assistant to the Executive Director)
- Bylaws (Executive Assistant to the Executive Director)
- Building Plans (Director of Operations)
- Property Deeds (Director of Operations)
- Property/Casualty Insurance Records (Director of Operations)
- Master Inventory List (Accounting Manager)
- Checks (Accounting Manager)
- Previous Year’s Audit (Director of Finance)
- Employee/Personnel Records (Human Resources Coordinator)
- ASO Records (ASO Manager)
- Current Program Contracts (Contracts Management Specialist)
- Operations Contractors (Accounts Payable)
- Computer Data Back-up -- as needed (County IIO)

Emergency Communications:

- Each team should establish an emergency communication plan, making sure personal contact information is up to date. An updated emergency employee calling tree list is maintained by Human Resources and will be distributed to supervisors. Each supervisor is responsible for printing an updated list at the first signs of a potential hurricane.

- Employees will be contacted through an automated phone message by the Director of Operations with information regarding the status of the Children's Board office building and instructions for CBHC employees to follow related to reporting for duty.
**Individual Employee Preparation:**

- Keep personal information up to date as changes occur.
- Copy any files on C: drive to H:, P:, or flash drives in order to be able to use them by remote login (vdi.hillsboroughcounty.org) in an alternative location, in the event 1002 East Palm Avenue Tampa, FL becomes inaccessible for at least a week in an alternative location.

**Response to Natural Disasters with Longer Warning Time such as Flooding or Hurricane:**

**Planning for an Impending Disaster:**

The following activities should occur in preparation for an impending disaster (in particular a hurricane) when there is time for a planned evacuation.

**Implementing the Plan:**

- Employees are responsible to be aware of storms that may threaten Hillsborough County and be prepared, both personally and professionally. The Director of Operations will monitor the weather forecasts for Hillsborough County and keep the Executive Director and Senior Staff informed in the event a tornado or dangerous storm may threaten Hillsborough County, Florida.

**Hurricane Conditions:**

- Hurricane conditions will be communicated via email and through an automated voice messaging system to all employees during times of increased local impact. In the event of a tropical storm or hurricane, each employee will secure their work area and surrounding areas in the facility. During hurricane season, supervisors of off duty employees will be responsible for securing their employees’ physical area. When the Children's Board is in the preparation stage for a disaster this document shall be part of the Children's Board’s security system plan.

**Decision to Close:**

- The decision to close the Children's Board will be based on the projection of a threatening event. Bulletins issued by the National Hurricane Center, Hillsborough County Emergency Management, and the Hillsborough County School Board will be considered in determining the implementation of emergency procedures.
- The Executive Director (ED), or designee, will make the decision to close the Children’s Board building in advance of a hurricane warning, depending on local conditions. In the event a storm develops during non-office hours and an official storm warning has been issued for Hillsborough County, the ED will initiate a conference call with Senior Staff.
- The Director of Programs will be responsible to ensure appropriate communication is established with funded partners.
• The Director of Finance will be responsible to ensure a plan is put in place for continued fiscal operations within a reasonable amount of time.

• The Director of Administration and Human Resource Coordinator, will be responsible to communicate with and deploy internal employees.

• The Director of Administration will be responsible for securing the building and grounds.

**Department Responsibilities:**

**Executive Office:**

• Issue a condition status to employees, CBHC Board members, and put the emergency plan into force.

• Communicate with the media in cooperation with the Director of Public Relations.

• The CBHC Board has provided authorization for emergency expenditures/typically budgeted expenditures through CBHC Purchasing Policies. The Executive Director is authorized to approve emergency-related expenditures; these will be communicated to the Board Chair or Executive Committee as soon as practicable and ratified by the Board at its next business meeting.

**Finance:**

• Signature stamps for the Chair and other authorized signatory, as well as a supply of Accounts Payable and Payroll checks, will be kept in the Children’s Board’s fire/waterproof safe.

• Implement procedures for the fiscal emergency response process (including Payroll, Accounts Payable, and program-funding distribution).

• Coordinate all Accounts Payable/Payroll disbursements.

• Secure fiscal records.

• Maintain master list of physical inventory.

**Information Technology:**

• The Director of Operations will be responsible to ensure a plan is put in place for continued Information Technology operations within a reasonable amount of time.

• County IIO will conduct the back-up of servers.

• Coordinate securing audio/visual equipment and computers.

• Assist with any move to an alternate site, including identifying/transporting necessary equipment.
Public Relations:
- Coordinate media relations.
- Communication with media contacts regarding the status of the Children’s Board building and operational changes.

Programs:
- Contact providers to assess their status and needs.

Facilities:
- Prepare building and grounds for hostile weather conditions and closure.
- Bring any unsecured items around building and grounds into the building.
- Provide employees with the supplies and procedures for protecting equipment and assist in securing work stations and equipment.
- Secure panic bars on doors and switch them to manual activity during a weather emergency in case power is lost to building for an extended period of time.
- Meet with employees to advise them of the potential for disaster. Also, discuss and provide remote location assignments, reporting locations, and mode of operations after the disaster.
- Contact all tenants and groups meeting in the facility to inform them of the decision to close the building. The phone greeting message will be changed to reflect the closing.
- Verify the final remote locations where all CBHC departments plan to temporarily house their operational facilities.
- Verify the calling tree sequence and the process to assess the employee status and conditions after the disaster.
- Secure necessary supplies, documents and procedures for operations.

Ensure Communications:
- The Supervisors will establish their team’s emergency communication plan by making sure contact information is up to date. The plan explains how every member of the organization will communicate.

Protect Data:
- Assume that the agency’s normal premises will be inaccessible for at least a week. Employees will need backup data and a plan to access their files in an alternative infrastructure.
- Each employee is responsible for saving their important working files to a thumb drive in the event there is loss of electricity in the building. Hillsborough County IIO is responsible for backing up the system on a regular basis.
Ensure Assistance to Providers:

- It is important to determine in advance how the Children’s Board can continue to deliver services.

Employees:

- Cease processing new work.
- Secure all work in progress and data/files. It will be the responsibility of employees to safely secure their files and, if directed by the Facilities Team, to move equipment and critical files from outer offices to the walled end of each wing or to a file room.
- Contact Human Resources immediately with changes to personal information, and plans to evacuate or not.
- Make themselves available for other duties during this time, as assigned.

Alternate Work Assignments:

- If a temporary location site has not been identified, all employees will be contacted via the automated calling tree method, website or their supervisor with reporting for duty requirements.
- Depending on which part of Hillsborough County is affected by the event at hand, all employees with a safe route to work will resume their normal work schedule. All employees without a safe route to the relocation site should telework if possible.
- During the time of disaster recovery, the Executive Director or designee will determine whether an employee can best serve the community by performing an alternate work assignment. In this case the employee may be temporarily assigned to duties other than the essential functions of their position and may be assigned to work at alternate job sites. The alternate work assignment will be one of benefit to the community and one which the employee is capable of performing.
- Following the disaster recovery period, employees who have completed alternate work assignments shall submit information regarding these assignments in order to enable the Children’s Board to demonstrate its contribution to the community.

Administrative Information:

Record Maintenance:

The following reports should be produced and/or retained during a declared emergency:

- Situation Reports (SITREPS). These situation reports are produced by the Hillsborough County Emergency Operations Center (EOC) and sent electronically to county agencies to update employees involved in emergency operations. These reports include the current status of any impending disasters or operations, the current status of available resources required for assistance or
repair, and are used to brief Human Resources administration, the Facilities Team and other employees on current operations.

- **Damage Report.** This report is part of the General Liability Insurance Claim Kit and should be used to document any damage to Children’s Board property located in or used by the Children’s Board of Hillsborough County. It should include a complete description of the item, a detailed description and photographs of the damage and points of contact for additional information. The Facilities Manager/Team, Director of Administration, Director of Finance, and Director of Operations acting as the risk management representative or their designees are responsible for preparing the damage report.

- **Post–Disaster Reports.** These reports contain a detailed summary of actions taken and experiences encountered during an operation. Detailed logs should be used to document any events or facts that can be used to produce this report. This report is used by management and employees to evaluate actions taken during an operation and to improve future operations. The Directors or their designees are responsible for producing post-disaster reports.

- **Debriefing Meeting.** The purpose of this meeting is to inform those involved in restoring the building to working condition including the Facilities Team, IT Team, and Senior Staff Team of the post-disaster status and restoration of the facility.

### Procedures in the Aftermath of a Disaster (Hurricane/Severe Weather Event):

**Stage A: (Worst Case)**

- If there is no power, phones or possibly no building: All employees remain at home on Administrative Leave. Teleworking may be an option. Employees will be contacted by their supervisor.

- The Directors will be responsible to ensure a plan is put in place for continued Administration, Fiscal Operations and Program Operations within a reasonable amount of time.

**Stage B: Limited power within a portion of the building**

- Employees critical to the operation of the organization such as Accounting and Facilities will report to 1002 E. Palm Avenue; all others will telework, be on approved leave or have an alternate work assignment.

**Stage C:**

If surrounding areas have been destroyed but 1002 E. Palm Avenue is intact: Should roads be impassable or closed all employees will telework, be on approved leave or have an alternate work assignment. When roads are passable, plan to report to work as usual.
Stage D:

- The event has passed and limited damage occurred to the area; plan to return to work the next business day. Employees will be notified by their supervisor and Phonevite, the automatic notification system.

- In the event of a major disaster interrupting normal organizational activities, CBHC employees will follow the following guidelines.
  
  o Employees will be responsible for calling their immediate supervisor for notification of the ability to report or not report to work.
  
  o Employees should contact their immediate supervisor, as soon as possible, after a major disaster to report their status.
  
  o All employees should monitor alerts for latest updates on the status of the storm, damage and subsequent business closings.
  
  o CBHC employees will follow the County’s schedule for returning to work unless other instructions are relayed via Employee Messaging system or emergency notification tree.
  
  o If storm conditions disrupt communication, an official warning is still in effect or the warning has been lifted but travel is not advised do not report to work. Monitor public broadcast announcements for Hillsborough County Government activities and await further communication.
  
  o The emergency notification tree (utilizing contacts such as designated emergency contact methods) will be utilized to continue efforts to reach individual staff members in the event phone and internet communication has been suspended. This document shall be part of the Children’s Board’s security system plan.

Phonevite Messaging System:

Outgoing Messaging:

- The Director of Operations will record and update the outgoing message. The message may include: current information on CBHC closing/reopening, emergency response team recovery efforts, new contact information, community volunteer efforts, etc.

Leave a Message:

- The system will permit employees to leave a message as to their location, personal property damage, and/or contact information.
  
- The Director of Operations will retrieve these messages and will consult with the Senior Staff and Supervisors to redirect any follow-up activities.

All Employees:

Assist the Children’s Board in securing the property and the clean-up process post disaster.
Response to Natural Disasters with Short Warning Time (Tornadoes, Unsafe Conditions in the Neighborhood as Designated by Law Enforcement:)

Tornado Watch:

Safeguarding Equipment:

- If time permits, all PCs, printers, monitors, faxes and telephones will be disconnected. IT will determine if physical relocation of electronic equipment is necessary. Protective waterproof covering, duct-tape and scissors may be distributed by the Facilities Team upon designation by the Director of Operations.

Safeguarding Records:

- Safe cabinets should be closed and locked if possible. Keys to these cabinets should be stored in a secure area. Files or manuals located close to windows should be encased in waterproof covering to prevent possible water damage.

Tornado Shelter Locations:

- Locations have been established for use as shelters in each section of the building. (Refer to Tornado Safety Zones for First and Second Floors.)

Never use the elevator.

Do not use rooms with windows. Get under heavy pieces of furniture.

Flashlights will be maintained in designated areas for evaluation of injuries and damage after the drill.

Teach people the Safety Protective Position.

Tornado Warning:

- **AS SOON AS A WARNING IS DECLARED OR AN EMPLOYEE SEES A TORNADO, an identified employee sounds an alarm over Public Address (PA) or makes a verbal announcement.**

- Employees ensure that all guests are directed/escorted to the designated Safety Zone areas.

- Employees with access to flashlights should take them on their way to the designated areas. NEVER USE CANDLES OR LIGHTERS.
• Once in designated areas, assume the Safety Protected Position against a wall or under heavy furniture. It is NOT recommended that people in wheelchairs be removed from their chairs, but bend over safely and put hands over head.

• Once the tornado has passed, select one or two people to carefully inspect the building for downed power lines, other hazards, and injuries.

• At least one employee must stay in the designated areas with guests until the “All Clear” is given.

• Call Emergency (911) for help if injuries have occurred.

**Employees Caught Outside the Building:**

• Anyone caught outside should not attempt to run to the building unless he/she is absolutely sure to arrive before the tornado strikes. Instead, the person should take shelter by assuming the Safety Protected Position on the ground in a depressed area (ditch with no water) if possible.

**Recovery:**

• If damage occurs to our building during regular business hours, employees should remain in place until the “All Clear” is given, either verbally or over the telephone paging system.

• After a building damage assessment is completed and when it has been determined by Facilities Management that the building is safe employees may return to normal duty. Until that time, employees are to coordinate with their Supervisors to relocate to a designated facility, to work an alternate assignment, to work from home or be on approved leave.

• Facilities will restore all building operations as soon as possible.

**Unsafe Conditions in the Neighborhood:**

• Law Enforcement may designate the neighborhood as unsafe and prohibit access to the CBHC office building. Follow all instructions issued by the Executive Director regarding when and/or where to report for work.
Policy Category: Facilities
Subject: Firearms on Board Property
Effective Date: January 30, 2017
Review Date: Annual

Policy:

It is the policy of the Children’s Board to recognize licenses to carry concealed weapons or firearms issued pursuant to Florida Statute 790.06 does not authorize any person to carry any weapon or firearm into any Board meeting of the Children's Board. Only authorized law enforcement personnel are permitted to be in possession of or carry weapons or firearms into Board meetings.
Procedure: Emergency Situation – Active Shooter:

- In an active shooter situation, individuals must quickly determine the most reasonable way to protect their own lives.

Response to Active Shooter:

Evacuate:
If there is an accessible escape path, individuals are to attempt to evacuate the premises. Be sure to:

- Warn individuals not to enter an area where the active shooter may be;
- Have an escape route and plan in mind;
- Evacuate regardless of whether others agree to follow;
- Leave belongings behind;
- Help others escape, if possible;
- Keep your hands visible;
- Follow the instructions of police officers;
- Do not attempt to move wounded people;
- Call 911 when it is safe to do so.

Hide Out:
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide a person from the view of the shooter. Choose the best space that is available quickly.

Hiding places should:

- Be out of the active shooter’s view;
- Provide protection if shots are fired in an individual’s direction (i.e., an office with a closed and locked door);
- Do not trap or restrict options for movement.

To prevent an active shooter from entering a hiding place:

- Lock the door;
- Blockade the door with heavy furniture;
- Close, cover, and move away from windows.

**To keep safe while hiding:**
- Lock the door;
- Silence cell phones and/or pagers and do not use the vibration setting;
- Hide behind large items (i.e., cabinets, desks);
- Remain quiet.

**Take action against the active shooter – as a last resort, and only when your life is in imminent danger should you attempt to disrupt and/or incapacitate the active shooter by:**
- Acting as aggressively as possible against him/her;
- Throwing items and improvising weapons;
- Yelling.
Procedure Category: Facilities  
Subject: Lockdown and Shelter in Place  
Effective Date: January 30, 2017  
Review Date: Annual

Procedure:

At times it may be necessary to secure The Children’s Board facility due to known and unknown emergency situations. This procedure will provide guidelines when employees, vendors and guests, are to be aware of potential situations that may require immediate “Lockdown and Shelter in Place” procedure activation.

Prior to an Emergency:

- Review lockdown and evacuation procedures with staff and building partners; clearly communicate the response plan.
- Identify communication strategies to notify police, fire, health officials, staff, building partners and visitors. These may include radio, landlines, cell phones, text messages, email and other means. Secondary means for communications should be identified in the event the primary communication method is not available. Prepare phone and other communication lists.
- Identify meeting room(s) on First and Second Floors, preferably without windows and with locking doors, where those inside building can assemble.

During an Emergency:

- Activate Shelter in Place procedures;
- Notify all concerned via telephone Paging System or alternate form of communication;
- Account for all personnel, building partners, and visitors in the immediate area post event.

When to Activate a Lockdown:

- When notified to do so by Tampa Police or local law enforcement;
- When an armed person (gun/weapon) is identified in the building or on the grounds;
- The sound of a discharged firearm is heard;
- A child has been identified as missing.
Who Activates a Lockdown:

- The Executive Director or the staff member actively involved may activate a Lockdown when an appropriate emergency is evident.
- Anyone observing or suspecting a dangerous situation must immediately notify an onsite-supervisor or in an active event call 911.
All bomb threats will be treated as a serious matter until proven otherwise. The decision to evacuate a building will be made by the proper authorities after evaluating the situation.

Emergency Actions:

When a Bomb Threat is Received by Phone:

- Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
- Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information.
- Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to notify law enforcement.
- After the caller hangs up, immediately notify law enforcement and a member of Senior Staff.
- If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to the law enforcement.

When a Suspicious Object or Potential Bomb is Discovered:

- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and notify a member of Senior Staff and law enforcement.
- Be sure to include a description of the object and its location when reporting.

When an Evacuation is Ordered:

- Collect your personal belongings (i.e., purse, briefcase, etc.) and take them with you as you exit the building.
- After evacuation, report to the Emergency Assembly Area.
- Do not re-enter the building until instructed to do so by the appropriate authority.
Procedure Category: Facilities
Subject: Fire Emergency
Effective Date: August 23, 2005
Review Date: Annual
Last Revision: January 30, 2017

Procedure:

**Fire Emergency Drills:**
- Unannounced emergency drills will occur once a month to ensure building readiness in case of an actual emergency.

**Fire Extinguishers:**
- Most of the CBHC fire extinguishers are of type ABC to be used on fires that stem from ordinary combustibles (such as wood and paper), flammable liquids, or energized electrical equipment. We also have three clean guard fire extinguishers for use in specific areas where computer equipment is located; refer to the attached map for locations.
- All fire extinguishers are inspected for serviceability at twelve month intervals and are considered ready for use, and checked monthly to make sure they are fully charged. If for some reason an employee accidentally discharges a fire extinguisher or recognizes a problem with an extinguisher, the employee should notify the Manager of Building and Grounds or any member of the Facilities Team.

**Fire Alarms:**
- The Children’s Board has a fire alarm system that will be utilized to notify occupants of a fire emergency. The fire alarm contains manual hand pulls and smoke detectors to initiate an alarm. When the alarm sounds, a 3-tone sound with audible instructions accompanied by strobe lights will notify occupants of an alarm.

**Fire Evacuation:**
- In the event of fire, the first person to notice a fire should pull the fire alarm. This alert will be used to evacuate the building in an orderly manner.
- Predetermined exits are to be used to evacuate the building; refer to the attached map for First and Second Floor Evacuation Diagrams.
- The second floor evacuation routes are the east and west stairwells.
- First Floor
  - North side of the building (main entrance);
  - South side directly opposite the front entrance (Palm Avenue) and;
  - The east and west ends of the building.
When the automated fire alarm sounds with siren and voice warning, take the following actions:

- Do not stop for valuables, to get a coat, or to turn off lights;
- Close doors;
- Do not lock your door;
- Alert others around you to leave;
- Look for the fire captains and follow their directions;
- Assist anyone whom may need special assistance in evacuating if it does not put you at risk;
- In the event an employee's or guest's clothing catches on fire, remember the fundamentals: stop (do not run) drop and roll. If employees encounter someone who has burning clothing, assist that person to drop and roll and, if at all possible, use a blanket, coat, or whatever is available to assist with extinguishing the flames;
- When evacuating walk, do not run, and keep to the right of the hallways;
- Use the stairs – NEVER use the elevator when an alarm is sounding;
- Leave the building, even if the alarm stops while you are on your way out;
- Once outside, move away from the building and proceed to the designated assembly location;
- Position yourself so as not block firefighters or their equipment;
- In inclement weather go to the north side of the porte-cochere (overhang);
- Look for those who work with you to ensure everyone has evacuated. If anyone appears to be missing, immediately notify a member of Senior Staff;
- Give any information about the fire or persons who might still be in the building to a member of Senior Staff, the Fire Department, or Law Enforcement personnel;
- Do not re-enter the building for any reason until told to do so by the proper authority.
Procedure Category: Facilities
Subject: Chemical Spill
Effective Date: January 30, 2017
Review Date: Annual

Procedure:

Chemical Spill:
A spill is defined as an uncontrolled release of a chemical. Spills can be categorized into two types:

- Major spills
- Minor spills

**Major Spill:**
A major spill is when:

- The chemical spilled is flammable, reactive, or highly toxic;
- Someone has been exposed to the chemical; or
- Too much of a chemical has been spilled for the amount of absorbent available.

Follow these procedures for a major chemical spill:

- Protect yourself and others: Shut off any sources of potential ignition and stop the source of the spill, if you can do so without endangering yourself;
- Evacuated the immediate area, closing the door behind you;
- Pull the fire alarm, if building evacuation is necessary because;
- A chemical reaction may ignite a fire or potential fire;
- Fumes or odors may create a potential health hazard;
- Immediately notify your supervisor or call 911.

**Minor Spill:**
A minor spill is when:

- The chemical spilled has a low to moderate hazard;
- No one has been exposed to the chemical; and
- Employees have sufficient equipment and training to properly clean up the spill.

Follow these procedures for a minor chemical spill:
- Protect yourself and alert others: Avoid contact with the spilled material;
- Wear the proper Personal Protective Equipment (PPE);
- Treat all chemicals as if they are hazardous;
- Contain the spill and secure the area. Cordon off the spill area. Do not walk through or allow others to walk through the spilled material;
- Use your chemical spill kit to clean up the spill. Cover liquid spills with vermiculite. Use scoop and broom to sweep up spill or vermiculite in plastic bag or other compatible container and label to identify the contents. Further decontaminate the area as necessary with mop or paper towels, if appropriate;
- Clean up by washing hands and replacing items used in the chemical spill kit;
- Notify Facilities Management and your supervisor of the spill.
## Community and Partner Meetings

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>Ian Welsch</td>
<td>1.30.17</td>
</tr>
<tr>
<td>Doug Leonardo</td>
<td>1.30.17</td>
</tr>
<tr>
<td>Candy Olsen</td>
<td>1.31.17</td>
</tr>
<tr>
<td>Diane Jacob</td>
<td>1.31.17</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
</tr>
<tr>
<td>Florida Philanthropic Network Summit</td>
<td>2.2.17</td>
</tr>
<tr>
<td>Florida Philanthropic Network Summit</td>
<td>2.2.17</td>
</tr>
<tr>
<td>Steve Knobl</td>
<td>2.6.17</td>
</tr>
<tr>
<td>2K Meeting</td>
<td>2.6.17</td>
</tr>
<tr>
<td>Tracey Serebin</td>
<td>2.7.17</td>
</tr>
<tr>
<td>Community Stepping Stones</td>
<td>2.7.17</td>
</tr>
<tr>
<td>Dr. Daphne Fudge</td>
<td>2.8.17</td>
</tr>
<tr>
<td>Child Abuse Death Committee</td>
<td>2.8.17</td>
</tr>
<tr>
<td>George Edgecomb Society Event</td>
<td>2.9.17</td>
</tr>
<tr>
<td>School Board Health Alliance Meeting</td>
<td>2.10.17</td>
</tr>
<tr>
<td>Blue Ribbon Commission</td>
<td>2.13.17</td>
</tr>
<tr>
<td>ELCHC Board Meeting</td>
<td>2.13.17</td>
</tr>
<tr>
<td>Person of Vision Event</td>
<td>2.13.17</td>
</tr>
<tr>
<td>CIRRT Advisory Committee</td>
<td>2.14.17</td>
</tr>
<tr>
<td>Tampa Bay Parenting Interview</td>
<td>2.14.17</td>
</tr>
<tr>
<td>MPO School Transportation Group</td>
<td>2.15.17</td>
</tr>
<tr>
<td>Joanne Lighter</td>
<td>2.16.17</td>
</tr>
<tr>
<td>Steve Knobl</td>
<td>2.16.17</td>
</tr>
<tr>
<td>YMCA Event</td>
<td>2.16.17</td>
</tr>
<tr>
<td>Blue Ribbon Commission</td>
<td>2.21.17</td>
</tr>
<tr>
<td>Hillsborough County School Board Meeting</td>
<td>2.21.17</td>
</tr>
<tr>
<td>MyOn</td>
<td>2.22.17</td>
</tr>
</tbody>
</table>
## Contract Signature

**Log - ASO ONLY**  
**FY 2017**

<table>
<thead>
<tr>
<th>Entity/Agency</th>
<th>Contract Type</th>
<th>Brief Description</th>
<th>Contract Period</th>
<th>Contract Amount</th>
<th>Board Approved</th>
<th>Signed By</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of South Florida Bay Area Early Steps</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/1/16 - 9/30/17</td>
<td>$100,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/23/2016</td>
</tr>
<tr>
<td>Alpha House of Tampa</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/1/16 - 9/30/17</td>
<td>$20,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/23/2016</td>
</tr>
<tr>
<td>Hillsborough County Public Schools School Social Work</td>
<td>Agreement</td>
<td>Agreement for allocation of ASO funds</td>
<td>10/1/16 - 9/30/17</td>
<td>$140,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/23/2016</td>
</tr>
<tr>
<td>Success 4 Kids &amp; Families</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/1/16 - 9/30/17</td>
<td>$10,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/22/2016</td>
</tr>
<tr>
<td>The Spring of Tampa Bay</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/1/16 - 9/30/17</td>
<td>$100,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Sheri DeLudos &amp; Associates, Inc.</td>
<td>ASO Provider</td>
<td>Interpreter and translation</td>
<td>10/19/16-ongoing</td>
<td>Various</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Women's Resource Center of Tampa</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/19/16-9/30/17</td>
<td>$10,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/21/2016</td>
</tr>
<tr>
<td>Sylvia Thomas Center for Adoptive and Foster Families</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/21/16-9/30/17</td>
<td>$20,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/21/2016</td>
</tr>
<tr>
<td>Sin-Cera, Inc.</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>10/21/16-9/30/17</td>
<td>$12,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/21/2016</td>
</tr>
<tr>
<td>Family Promise of Greater Brandon</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/2/16 - 9/30/17</td>
<td>$10,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/02/2016</td>
</tr>
<tr>
<td>University Area Community Development Corporation</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/2/16 - 9/30/17</td>
<td>$20,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/02/2016</td>
</tr>
<tr>
<td>Success 4 Kids &amp; Families</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/18/16-9/30/17</td>
<td>$7,500.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/16/2016</td>
</tr>
<tr>
<td>Healthy Start, Successful TCM, Successful Parents</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/18/16-9/30/17</td>
<td>$15,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/16/2016</td>
</tr>
<tr>
<td>Puzzle Pieces Support Services</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/18/16-9/30/17</td>
<td>$15,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/16/2016</td>
</tr>
<tr>
<td>Entity/Agency</td>
<td>Contract Type</td>
<td>Brief Description</td>
<td>Contract Period</td>
<td>Contract Amount</td>
<td>Board Approved</td>
<td>Signed By</td>
<td>Date Signed</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Manifestations Worldwide, Inc.</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/18/16-9/30/17</td>
<td>$7,500.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/16/2016</td>
</tr>
<tr>
<td>Catholic Charities, Diocese of St. Petersburg, Inc.</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>11/18/16-9/30/17</td>
<td>$20,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/16/2016</td>
</tr>
<tr>
<td>The Housing Authority of the City of Tampa</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>12/1/16-9/30/17</td>
<td>$15,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/30/2016</td>
</tr>
<tr>
<td>Hillsborough County BOCC</td>
<td>Agreement</td>
<td>Modification to add $25,000 Summer Services funding to ASO</td>
<td>10/1/16-9/30/17</td>
<td>$125,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/19/2016</td>
</tr>
<tr>
<td>Bharminder S. Bedi</td>
<td>Agreement</td>
<td>Business Associate Agreement</td>
<td>1/3/17-ongoing</td>
<td>$0.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>01/04/2017</td>
</tr>
<tr>
<td>Crisis Center of Tampa Bay</td>
<td>MOU</td>
<td>MOU for allocation of ASO funds</td>
<td>1/11/17-9/30/17</td>
<td>$12,500.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>01/11/2017</td>
</tr>
<tr>
<td>Donnilah McClendon</td>
<td>ASO Provider</td>
<td>Tutoring</td>
<td>1/18/17-ongoing</td>
<td>Various</td>
<td>No</td>
<td>Kelley Parris</td>
<td>01/18/2017</td>
</tr>
<tr>
<td>The Tridas Center [Eric Tridas]</td>
<td>Agreement</td>
<td>Business Associate Agreement</td>
<td>1/26/17-ongoing</td>
<td>$0.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>01/26/2017</td>
</tr>
<tr>
<td>Purple Communications, Inc.</td>
<td>ASO Provider</td>
<td>Interpreter and translation</td>
<td>2/10/17-ongoing</td>
<td>Various</td>
<td>No</td>
<td>Kelley Parris</td>
<td>02/13/2017</td>
</tr>
<tr>
<td>Entity/Agency</td>
<td>Contract Type</td>
<td>Brief Description</td>
<td>Contract Period</td>
<td>Contract Amount</td>
<td>Board Approved</td>
<td>Signed By</td>
<td>Date Signed</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------</td>
<td>---------------------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Bay Area Legal Services, Inc.</td>
<td>FY17 Program Contract</td>
<td>Lawyers Helping Kids</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$303,007</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Big Brothers Big Sisters of Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>Neighborhood and Youth Mentoring Program</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$398,833</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Champions for Children, Inc.</td>
<td>FY17 Program Contract</td>
<td>Early Childhood Programs and Services</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$619,664</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Champions for Children, Inc.</td>
<td>FY17 Program Contract</td>
<td>Parents as Teachers</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$918,380</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Computer Mentors Group, Inc.</td>
<td>FY17 Program Contract</td>
<td>STEM Corps High School and KidsCode Program</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$101,709</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Corporation to Develop Communities of Tampa, Inc.</td>
<td>FY17 Program Contract</td>
<td>3D Stingray</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$130,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Early Childhood Council of Hillsborough County, Inc.</td>
<td>FY17 Program Contract</td>
<td>Developmental Screening</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$544,272</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Girl Scouts of West Central Florida, Inc.</td>
<td>FY17 Program Contract</td>
<td>Leaders Engaging Girls in Taking Action (LEGIT)</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$184,995</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Greater Palm River Point, CDC</td>
<td>FY17 Program Contract</td>
<td>Go-4-Kids Club</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$189,527</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Healthy Start Coalition of Hillsborough County, Inc.</td>
<td>FY17 Program Contract</td>
<td>Children's Board Family Resource Centers</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$3,037,153</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Hillsborough Community College Foundation, Inc.</td>
<td>FY17 Program Contract</td>
<td>Early Literacy Matters</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$487,512</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Hillsborough County Board of County Commissioners</td>
<td>FY17 Letter of Agreement</td>
<td>BOCC Neighborhood Mini-Grant Projects</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$15,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Hillsborough County School Readiness, Inc., d/b/a Early Learning Coalition of Hillsborough County</td>
<td>FY17 Program Contract</td>
<td>School Readiness Funding</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$1,723,239</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Hispanic Services Council, Inc.</td>
<td>FY17 Program Contract</td>
<td>La RED de Padres Activos</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$497,889</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Housing Authority of the City of Tampa</td>
<td>FY17 Program Contract</td>
<td>BRIDGES, a JUST Neighborhood Collaborative</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$775,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Nonprofit Leadership Center of Tampa Bay, Inc.</td>
<td>FY17 Independent</td>
<td>Capacity Building/Sustainability Planning and Training</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$207,876</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Pregnancy Care Center of Plant City, Inc.</td>
<td>FY17 Program Contract</td>
<td>Healthy Moms/Healthy Babies</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$132,928</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Seniors in Service of Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>Lowry Park Neighborhood Initiative</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$187,373</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Success for Kids and Families, Inc.</td>
<td>FY17 Program Contract</td>
<td>Successful Counseling</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$70,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>The Crisis Center of Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>2-1-1 and Care Coordination</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$473,874</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>The Devereux Foundation, Inc.</td>
<td>FY17 Program Contract</td>
<td>Sulphur Springs Family Support Initiative</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$708,691</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>The Family Enrichment Center, Inc.</td>
<td>FY17 Program Contract</td>
<td>Kinship Partners - Family Enrichment Center</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$183,308</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>Entity/Agency</td>
<td>Contract Type</td>
<td>Brief Description</td>
<td>Contract Period</td>
<td>Contract Amount</td>
<td>Board Approved</td>
<td>Signed By</td>
<td>Date Signed</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------</td>
<td>----------------------------------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>The Skills Center, Inc.</td>
<td>FY17 Program Contract</td>
<td>Brains for Sports</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$178,819</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>The Skills Center, Inc.</td>
<td>FY17 Program Contract</td>
<td>Brains for Tennis</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$67,453</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/26/2016</td>
</tr>
<tr>
<td>LifeCare Network, Inc.</td>
<td>FY17 Program Contract</td>
<td>LifeCare Network</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$82,480</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/27/2016</td>
</tr>
<tr>
<td>Metropolitan Ministries, Inc.</td>
<td>FY17 Program Contract</td>
<td>Homeless Family Intervention Program (First Hug)</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$1,619,158</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/27/2016</td>
</tr>
<tr>
<td>Tampa Bay Community and Family Development Corporation d/b/a Bethesda Ministries</td>
<td>FY17 Program Contract</td>
<td>Bethesda's Children's Safety Home</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$25,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/27/2016</td>
</tr>
<tr>
<td>Tampa Hillsborough Homeless Initiative, Inc.</td>
<td>FY17 Letter of Agreement</td>
<td>UNITY Information Network</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$50,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>09/27/2016</td>
</tr>
<tr>
<td>Abe Brown Ministries, Inc.</td>
<td>FY17 Program Contract</td>
<td>Video Visitation/Family Reunification Program</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$61,710</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/28/2016</td>
</tr>
<tr>
<td>Boys and Girls Clubs of Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>After-Zone (Plant City)</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$125,000</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/28/2016</td>
</tr>
<tr>
<td>Boys and Girls Clubs of Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>After-Zone (South County)</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$200,000</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/28/2016</td>
</tr>
<tr>
<td>The Children's Museum of Tampa, Inc. d/b/a Glazer Children's Museum</td>
<td>FY17 Letter of Agreement</td>
<td>Community Outreach and Family Education</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$210,983</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/28/2016</td>
</tr>
<tr>
<td>Hillsborough County Fire Rescue Foundation, Inc.</td>
<td>FY17 Letter of Agreement</td>
<td>Project SAFE</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$36,000</td>
<td>Yes</td>
<td>Tonia Williams</td>
<td>09/29/2016</td>
</tr>
<tr>
<td>Tampa Metropolitan Area YMCA, Inc.</td>
<td>FY17 Program Contract</td>
<td>Community Learning Center at Sulphur Springs Elementary</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$289,000</td>
<td>Yes</td>
<td>Tonia Williams</td>
<td>09/29/2016</td>
</tr>
<tr>
<td>Youth and Family Alternatives, Inc.</td>
<td>FY17 Program Contract</td>
<td>Children's Board Heart Gallery of Tampa Bay</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$196,855</td>
<td>Yes</td>
<td>Tonia Williams</td>
<td>09/29/2016</td>
</tr>
<tr>
<td>Healthy Start Coalition of Hillsborough County, Inc.</td>
<td>FY17 Program Contract</td>
<td>Safe Baby Plus</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$490,442</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/30/2016</td>
</tr>
<tr>
<td>Parents and Children Advance Together (PCAT) Literacy Ministries, Inc.</td>
<td>FY17 Program Contract</td>
<td>Ruskin Elementary Literacy Initiative</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$120,000</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/30/2016</td>
</tr>
<tr>
<td>The Spring of Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>Coordinated Community Response</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$205,471</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>09/30/2016</td>
</tr>
<tr>
<td>The Centre for Women, Inc.</td>
<td>FY17 Program Contract</td>
<td>The Centre for Girls</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$182,987</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/03/2016</td>
</tr>
<tr>
<td>Drug Abuse Comprehensive Coordinating Office (DACCO), Inc.</td>
<td>FY17 Program Contract</td>
<td>Family Focus</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$380,061</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/04/2016</td>
</tr>
<tr>
<td>Positive Spin, Inc.</td>
<td>FY17 Program Contract</td>
<td>E.A.C.H. One Initiative</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$525,883</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/04/2016</td>
</tr>
<tr>
<td>Preserve Vision Florida, Inc.</td>
<td>FY17 Program Contract</td>
<td>Children's Vision Health and Safety</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$95,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/04/2016</td>
</tr>
<tr>
<td>Early Childhood Council of Hillsborough County, Inc.</td>
<td>FY17 Program Contract</td>
<td>Infant Mental Health Project and Inclusion Support Services</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$687,630</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/05/2016</td>
</tr>
<tr>
<td>Entity/Agency</td>
<td>Contract Type</td>
<td>Brief Description</td>
<td>Contract Period</td>
<td>Contract Amount</td>
<td>Board Approved</td>
<td>Signed By</td>
<td>Date Signed</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------------</td>
<td>--------------------------------------------------------</td>
<td>--------------------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Healthy Start Coalition of Hillsborough County, Inc.</td>
<td>FY17 Program Contract</td>
<td>Healthy Families Hillsborough</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$1,970,553</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/05/2016</td>
</tr>
<tr>
<td>Learn Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>Helping Children Succeed in School</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$61,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/06/2016</td>
</tr>
<tr>
<td>Gulf Coast Jewish Family and Community Services, Inc.</td>
<td>FY17 Program Contract</td>
<td>Woman to Woman</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$429,383</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/07/2016</td>
</tr>
<tr>
<td>The Children’s Home, Inc.</td>
<td>FY17 Program Contract</td>
<td>Kinship Services Network of Hillsborough</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$317,439</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/07/2016</td>
</tr>
<tr>
<td>The Children’s Home, Inc.</td>
<td>FY17 Program Contract</td>
<td>Supporting and Empowering Educational and Developmental Services (SEEDS)</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$2,351,547</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/07/2016</td>
</tr>
<tr>
<td>University of South Florida Board of Trustees, A Public Body Corporate</td>
<td>FY17 Program Contract</td>
<td>Program-Wide Positive Behavior Support</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$598,761</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/07/2016</td>
</tr>
<tr>
<td>Tampa Metropolitan Area YMCA, Inc.</td>
<td>FY17 Program Contract</td>
<td>Mobile Swim Lessons &amp; Water Safety Education &amp; Awareness Services</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$237,889</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/10/2016</td>
</tr>
<tr>
<td>Alpha House of Tampa, Inc.</td>
<td>FY17 Program Contract</td>
<td>Homeless Pregnant/Parenting Women</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$271,806</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/11/2016</td>
</tr>
<tr>
<td>Community Stepping Stones, Inc.</td>
<td>FY17 Program Contract</td>
<td>Community Initiative for Parenting Women</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$61,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/12/2016</td>
</tr>
<tr>
<td>Spirit of Truth International Ministries, Inc.</td>
<td>FY17 Letter of Agreement</td>
<td>Transformational Community Development Training</td>
<td>10/01/2016 - 11/30/2016</td>
<td>$5,000</td>
<td>No</td>
<td>Buddy Davis</td>
<td>10/14/2016</td>
</tr>
<tr>
<td>Hillsborough County School Readiness, Inc. db/a Early Learning Coalition of Hillsborough County</td>
<td>FY17 Program Contract</td>
<td>Quality Counts for Kids</td>
<td>10/01/2016 - 11/30/2016</td>
<td>$757,462</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>10/18/2016</td>
</tr>
<tr>
<td>University of South Florida Board of Trustees, A Public Body Corporate</td>
<td>FY17 Program Contract</td>
<td>Hillsborough HIPPY Parent Involvement Project</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$1,187,795</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Enterprising Latinas, Inc.</td>
<td>FY17 Program Contract</td>
<td>Early Education Project</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$75,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/15/2016</td>
</tr>
<tr>
<td>The Family Healthcare Foundation, Inc.</td>
<td>FY17 Program Contract</td>
<td>Florida KidCare Assistance Project</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$56,350</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/15/2016</td>
</tr>
<tr>
<td>Rebuilding Together Tampa Bay, Inc.</td>
<td>FY17 Program Contract</td>
<td>Building a Healthier West Tampa</td>
<td>10/01/2016 - 09/30/2017</td>
<td>$75,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/15/2016</td>
</tr>
<tr>
<td>Alpha House of Tampa, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Technology Upgrade</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Children of Inmates, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Technology Upgrade</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Community Tampa Bay, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Technology Enhancements</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$4,899</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Doorway to Life Skills Center, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Organizational Capacity Building and Technology Upgrade</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Dream Center of Tampa, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Technology for Reading Program</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$4,211</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Early Childhood Council of Hillsborough County, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Branding and Marketing Update</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Entity/Agency</td>
<td>Contract Type</td>
<td>Brief Description</td>
<td>Contract Period</td>
<td>Contract Amount</td>
<td>Board Approved</td>
<td>Signed By</td>
<td>Date Signed</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Frameworks of Tampa Bay, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Marketing/Outreach Video</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>High Risk Hope, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Technology Upgrade</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Learning G.R.A.C.E., Inc.</td>
<td>Technical Assistance Grant</td>
<td>STEM Awareness</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$3,552</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Manifestations Worldwide, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Technology Upgrade for Student</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Miracles Outreach Community Development Center, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Fresh Start Residential Program</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$1,500</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>New Life Village, Inc.</td>
<td>Technical Assistance Grant</td>
<td>DonorPerfect Acquisition and</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$5,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>Parents and Children Advance Together (PCAT) Literacy Ministries, Inc.</td>
<td>Technical Assistance Grant</td>
<td>Website Update and Marketing</td>
<td>01/03/2017 - 06/30/2017</td>
<td>$1,512</td>
<td>No</td>
<td>Kelley Parris</td>
<td>12/21/2016</td>
</tr>
</tbody>
</table>
## Contract Signature Log
### VENDORS ONLY
#### FY 2017

<table>
<thead>
<tr>
<th>Entity/Agency</th>
<th>Contract Type</th>
<th>Brief Description</th>
<th>Contract Period</th>
<th>Contract Amount</th>
<th>Board Approved</th>
<th>Signed By</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tampa Bay Regional Child Safety Public Campaign Services MOU</td>
<td>Vendor</td>
<td>Child Safety Campaign</td>
<td>10/2/15-10/1/17</td>
<td>-</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/21/2015</td>
</tr>
<tr>
<td>IBM</td>
<td>Vendor</td>
<td>SPSS Software &amp; Maintenance</td>
<td>11/20/15-11/30/16</td>
<td>2,842</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/30/2015</td>
</tr>
<tr>
<td>Verizon</td>
<td>Vendor</td>
<td>Switchboard &amp; Phone Extensions</td>
<td>1/16 - 1/17</td>
<td>7,800</td>
<td>No</td>
<td>Tonia Williams</td>
<td>12/23/2015</td>
</tr>
<tr>
<td>Ricoh</td>
<td>Vendor</td>
<td>MP4503 Copier Lease</td>
<td>1/2016-1/2020</td>
<td>FY 2016 amount 2115</td>
<td>No</td>
<td>Kelley Parris</td>
<td>11/24/2015</td>
</tr>
<tr>
<td>Sun Point SDC, LLC</td>
<td>Vendor</td>
<td>Lease Amendment for South County Family Resource Ruskin, FL</td>
<td>12/1/16 - 11/30/21</td>
<td>45,900/year + 3% or CPI</td>
<td>No</td>
<td>Kelley Parris</td>
<td>05/11/2016</td>
</tr>
<tr>
<td>Northpointe Crossings Associates, LLC</td>
<td>Vendor</td>
<td>Lease for NT Family Resource Center</td>
<td>6/16 - 6/21</td>
<td>54,000/year + 3% or CPI</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>05/26/2016</td>
</tr>
<tr>
<td>Dijak, Inc.</td>
<td>Vendor</td>
<td>Lease for Town N Country FRC property</td>
<td>12/1/16 - 11/30/21</td>
<td>$55,920/year + 4% or CPI</td>
<td>No</td>
<td>Kelley Parris</td>
<td>07/05/2016</td>
</tr>
<tr>
<td>ReachUP, Inc.</td>
<td>Vendor</td>
<td>Memorandum of Agreement IN-KIND Space</td>
<td>7/7/16 - until terminated by either</td>
<td>-</td>
<td>No</td>
<td>Kelley Parris</td>
<td>07/07/2016</td>
</tr>
<tr>
<td>Public Risk Insurance Agency</td>
<td>Vendor</td>
<td>Amended General Liability for CBHC FRC Leased</td>
<td>10/1/16 - 10/1/17</td>
<td>-</td>
<td>No</td>
<td>Kelley Parris</td>
<td>08/04/2016</td>
</tr>
<tr>
<td>Safe &amp; Sound Hillsborough</td>
<td>Vendor</td>
<td>Inkind Space Interlocal Agreement</td>
<td>10/1/16-9/30/17</td>
<td>-</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/04/2016</td>
</tr>
</tbody>
</table>
## Contract Signature Log

**VENDORS ONLY**

**FY 2017**

<table>
<thead>
<tr>
<th>Entity/Agency</th>
<th>Contract Type</th>
<th>Brief Description</th>
<th>Contract Period</th>
<th>Contract Amount</th>
<th>Board Approved</th>
<th>Signed By</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media AMJ, LLC DBA Tampa Bay Parenting</td>
<td>Vendor</td>
<td>Advertisement</td>
<td>11/1/16-9/30/17</td>
<td>22,000</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/13/2016</td>
</tr>
<tr>
<td>Veredus</td>
<td>Vendor</td>
<td>FY 17 ASO Software Maint.</td>
<td>10/14/16-9/30/17</td>
<td>2,925</td>
<td>No</td>
<td>Tonia Williams</td>
<td>10/17/2016</td>
</tr>
<tr>
<td>Bayview Public Relations, Inc. dba B2 Communications</td>
<td>Vendor</td>
<td>Prevent Needless Deaths</td>
<td>2/1/17-9/30/17</td>
<td>$57,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>02/15/2017</td>
</tr>
<tr>
<td>Tampa Bay Trane Maintenance Agreement</td>
<td>Vendor</td>
<td>HVAC Maint. Service Agreement</td>
<td>3/1/17-9/30/17</td>
<td>$2,478.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>02/15/2017</td>
</tr>
</tbody>
</table>
Table of Contents

Page Number

2. Fiscal Year 2017 Budget
3. Financial Statement Category Definitions
4. Statement of Revenues and Expenditures
5. Revenue Variance Analysis
6. Expenditure Variance Analysis
7. Investments Statement
8. New Program Funding Report
9. New Program Funding Detail
12. Projections
Fiscal Year 2017 Budget

<table>
<thead>
<tr>
<th>FY 2017</th>
<th>Original Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>Ad-Valorem Taxes</td>
<td>34,894,180</td>
</tr>
<tr>
<td>Investment Income</td>
<td>152,000</td>
</tr>
<tr>
<td>Revenue Maximization Funding</td>
<td>67,125</td>
</tr>
<tr>
<td>Administrative Services Organization Funding</td>
<td>110,000</td>
</tr>
<tr>
<td>Other Community Partner Funding</td>
<td>160,000</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>3,500</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>35,386,805</strong></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td>Program Expenditures:</td>
<td></td>
</tr>
<tr>
<td>Program Funding (Continuation Grants)</td>
<td>28,865,770</td>
</tr>
<tr>
<td>New Program Funding (unallocated)</td>
<td>1,150,000</td>
</tr>
<tr>
<td><strong>Total Program Expenditures:</strong></td>
<td><strong>30,015,770</strong></td>
</tr>
<tr>
<td>Operating</td>
<td></td>
</tr>
<tr>
<td>Employee Salaries and Benefits</td>
<td>3,557,968</td>
</tr>
<tr>
<td>Contracted Professional Services</td>
<td>451,443</td>
</tr>
<tr>
<td>Facility Expenditures</td>
<td>328,062</td>
</tr>
<tr>
<td>Other Operating</td>
<td>288,987</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td><strong>4,626,460</strong></td>
</tr>
<tr>
<td>Mandatory Government Fees</td>
<td>1,740,276</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>36,382,506</strong></td>
</tr>
<tr>
<td><strong>Net Spend Down of Fund Balance</strong></td>
<td><strong>(995,701)</strong></td>
</tr>
</tbody>
</table>

![Pie Chart]

- Total Program Expenditures
- Mandatory Government Fees
- Direct Operating Expenditures
- Administrative Operating Expenditures
Financial Statement Category Definitions

- **Revenue**
  - **Ad-Valorem Taxes** include current and delinquent ad-valorem tax revenue and excess fees returned to the Children's Board originally paid to the county based on the tax revenue.
  - **Investment Income** includes revenue from various interest-bearing accounts.
  - **Revenue Maximization** funding includes earnings generated when the Children's Board matches revenue from federal and state funding sources. This currently includes Department of Children and Families (DCF) adoption support.
  - **Administrative Services Organization (ASO)** funding represents contributions from other funders specifically designated for use by providers in the community managed by the Children's Board ASO staff. These dollars are also included in the program expenditure line. Examples are Department of Children and Families and Hillsborough County funding.
  - **Other Community Partner** funding represents funds contributed from community partners that are added to our provider contract amounts and included in the program funding line, for example the School District of Hillsborough County.
  - **Miscellaneous Income** consists of fiscal agent fees, contributions, and any other miscellaneous revenue received during the year.

- **Expenditures**
  - **Program Funding** represents provider contracts funded by Children's Board property tax revenue and funds contributed from our community partners. This amount also includes the dollars managed through the ASO.
  - **New Program Funding (unallocated)** includes dollars budgeted for new program contracts and one time funding that will be released and awarded by a competitive or application process.
  - **Employee Salaries and Benefits** include wages paid to all non-contractor employees. Benefits represent costs provided for salaried and hourly wage employees such as FICA, health insurance, unemployment, and retirement.
  - **Contracted Professional Services** represents amounts budgeted for information technology, Hillsborough County Television, legal, media buys, auditing, Civil Service fees, and other professional services. Also included are support activities with provider agencies and community organizations for training events.
  - **Facility Expenditures** represents necessary costs to operate the Children's Board offices and conference center including utilities, Information Technology, maintenance, and repairs.
  - **Other Operating** contains staff training, conference and meeting travel, postage, insurance, promotional activities, printing, supplies, advertising for Truth In Millage (TRIM) budget ads and other public notices, memberships and subscriptions.
  - **Capital Expenditures** include the budget for the building expenditures (A/C unit, roof and window repair). No capital expenditures are budgeted for FY 2017.
  - **Mandatory Government Fees** include tax collector's and property appraiser's fees as well as the city storm water fee and the community redevelopment assessment fee.
# Statement of Revenues and Expenditures

## December-2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2017 Budget</th>
<th>FY 2017 YTD Actual</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad-Valorem Taxes</td>
<td>28,060,032</td>
<td>29,746,312</td>
<td>1,686,280</td>
<td>6%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>38,000</td>
<td>54,630</td>
<td>16,630</td>
<td>44%</td>
</tr>
<tr>
<td>Revenue Maximization Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Administrative Services...</td>
<td>27,500</td>
<td>17,506</td>
<td>(9,994)</td>
<td>-36%</td>
</tr>
<tr>
<td>Other Community Partner Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>875</td>
<td>1,409</td>
<td>534</td>
<td>61%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>28,126,407</td>
<td>29,819,857</td>
<td>1,693,450</td>
<td>6%</td>
</tr>
</tbody>
</table>

### Expenditures

**Program Expenditures:**
- Program Funding (Including Unallocated): 4,655,672, 3,166,873, 1,488,799, 32%

**Operating Expenditures**
- Employee Salaries and Benefits: 889,492, 839,271, 50,221, 6%
- Contracted Professional Services: 112,861, 52,520, 60,341, 53%
- Facility Expenditures: 82,016, 61,410, 20,606, 25%
- Other Operating: 72,246, 85,029, (12,783), -18%

**Total Operating**: 1,156,615, 1,038,230, 118,385, 10%

Mandatory Government Fees: 1,382,142, 663,234, 718,908, 52%

**Total Expenditures**: 7,194,429, 4,868,337, 2,326,092

**Net Cash Flow**: 20,931,978, 24,951,520, 4,019,542
Revenue Variance Analysis

Statement of Revenues

December-2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2017 YTD Budget</th>
<th>FY 2017 YTD Actual</th>
<th>FY 2017 Variance</th>
<th>FY 2017 Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad-Valorem Taxes</td>
<td>28,060,032</td>
<td>29,746,312</td>
<td>1,686,280</td>
<td>6%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>38,000</td>
<td>54,630</td>
<td>16,630</td>
<td>44%</td>
</tr>
<tr>
<td>Revenue Maximization Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Administrative Services Organization Funding</td>
<td>27,500</td>
<td>17,506</td>
<td>(9,994)</td>
<td>-36%</td>
</tr>
<tr>
<td>Other Community Partner Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>875</td>
<td>1,409</td>
<td>534</td>
<td>61%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>28,126,407</strong></td>
<td><strong>29,819,857</strong></td>
<td><strong>1,693,450</strong></td>
<td><strong>6%</strong></td>
</tr>
</tbody>
</table>

- **Investment Income**
  - The interest received year to date is more than budget because investment principal balance was higher in December and the interest rate is more than originally budgeted.

- **Administrative Services Organization**
  - ASO actual expenditures were less than budget resulting in lower recognized revenue.

- **Miscellaneous Income**
  - Income from CB Foundation for board members recognition.

AGENDA
## Expenditure Variance Analysis

### Statement of Expenditures

<table>
<thead>
<tr>
<th>December-2016</th>
<th>FY 2017</th>
<th>FY 2017</th>
<th>FY 2017</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Budget</td>
<td>YTD Actual</td>
<td>Variance $</td>
<td>Variance %</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Funding (Including Unallocated)</td>
<td>4,655,672</td>
<td>3,166,873</td>
<td>1,488,799</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Total Program Expenditures:</strong></td>
<td>4,655,672</td>
<td>3,166,873</td>
<td>1,488,799</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Operating</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Salaries and Benefits</td>
<td>889,492</td>
<td>839,271</td>
<td>50,221</td>
<td>6%</td>
</tr>
<tr>
<td>Contracted Professional Services</td>
<td>112,861</td>
<td>52,520</td>
<td>60,341</td>
<td>53%</td>
</tr>
<tr>
<td>Facility Expenditures</td>
<td>82,016</td>
<td>61,410</td>
<td>20,606</td>
<td>25%</td>
</tr>
<tr>
<td>Other Operating</td>
<td>72,246</td>
<td>85,029</td>
<td>(12,783)</td>
<td>-18%</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td>1,156,615</td>
<td>1,038,230</td>
<td>118,385</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Mandatory Government Fees</strong></td>
<td>1,382,142</td>
<td>663,234</td>
<td>718,908</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>7,194,429</td>
<td>4,868,337</td>
<td>2,326,092</td>
<td></td>
</tr>
</tbody>
</table>

- **Program Expenditures**
  - This line item is under budget because some providers have not invoiced yet and the new program funding has not been awarded.

- **Contracted Professional Services**
  - This line item is under budget because of the timing of community education & awareness and legal services expenditures.

- **Facility Expenditures**
  - This line item is under budget because of Building Repairs/Supplies Maintenance Services are lower than expected. Offset by higher IT Maintenance contracts expenditures than budget because several annual maintenance support renewal contracts happened in the first quarter.

- **Other Operating**
  - This line item is over budget because of timing of payments for insurance and dues & memberships. Printing, promotional activities expenditures, office supplies-small equipment and training and events expenditures are under budget.

- **Mandatory Government Fees**
  - This line item is under budget because and the 2017 Tax Increment Levy CRA has not been billed and paid yet.
<table>
<thead>
<tr>
<th>Investment Instrument</th>
<th>Financial Institution</th>
<th>Balance</th>
<th>Maturity</th>
<th>Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>Wells Fargo Government Advantage</td>
<td>1,657,767</td>
<td>1 day</td>
<td>0.25%</td>
</tr>
<tr>
<td>LGIP</td>
<td>Florida State Board of Administration</td>
<td>41,530,834</td>
<td>N/A</td>
<td>0.90%</td>
</tr>
</tbody>
</table>

**Total** 43,188,601
### Children’s Board of Hillsborough County
#### FY 2017 NEW PROGRAM FUNDING (UNALLOCATED) REPORT

**Regular Board Meeting - February 23, 2017**

<table>
<thead>
<tr>
<th>Program</th>
<th>Beginning Budget</th>
<th>Adjustments</th>
<th>Revised Budget</th>
<th>YTD Amount Approved</th>
<th>YTD Uncommitted Funds Available</th>
<th>Current Funding Requests</th>
<th>Uncommitted Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Assistance Funding (Agencies Not Currently Funded by CBHC)</td>
<td>130,000</td>
<td>130,000</td>
<td>130,000</td>
<td>73,663</td>
<td>56,337</td>
<td></td>
<td>56,337</td>
</tr>
<tr>
<td>Technical Assistance Funding (Agencies Currently Funded by CBHC)</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>21,112</td>
<td>48,888</td>
<td></td>
<td>48,888</td>
</tr>
<tr>
<td>Emerging Needs Funding</td>
<td>300,000</td>
<td>300,000</td>
<td>300,000</td>
<td>211,350</td>
<td>88,650</td>
<td></td>
<td>88,650</td>
</tr>
<tr>
<td>Emergency Funding</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
<td>200,000</td>
<td></td>
<td>200,000</td>
</tr>
<tr>
<td>Early Learning Professional Development Grant</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>191,146</td>
<td>58,854</td>
<td></td>
<td>58,854</td>
</tr>
<tr>
<td>Leading Grants (Summer Funding)</td>
<td>200,000</td>
<td>50,000</td>
<td>250,000</td>
<td>-</td>
<td>250,000</td>
<td></td>
<td>250,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,150,000</strong></td>
<td><strong>50,000</strong></td>
<td><strong>1,200,000</strong></td>
<td><strong>497,271</strong></td>
<td><strong>702,729</strong></td>
<td></td>
<td><strong>702,729</strong></td>
</tr>
</tbody>
</table>

**Original Continuation Funding Budget** 28,865,770  
**Actual Contract Amount Negotiated** 28,669,919  
**Amount Remaining** 195,851  

**Request to Move to Leading Grants (Summer Funding)** 50,000  
**Balance Remaining** 145,851
<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Funding Description</th>
<th>Technical Assistance Funding (Agencies Not Currently Funded by CBHC)</th>
<th>Technical Assistance Funding (Agencies Currently Funded by CBHC)</th>
<th>Emerging Community Needs Funding</th>
<th>Emergency Funding</th>
<th>Early Learning Prof. Dev. Grant</th>
<th>Leading Grants Summer Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spirit of Truth International Ministries, Inc.</td>
<td>Christian Community Development Training</td>
<td>Training focusing on re-equipping leaders and ministries for the cultivation of healthy communities and systems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Healthcare Foundation, Inc.</td>
<td>Florida Kid Care Assistance Project</td>
<td>Healthcare navigation to families whose children have been impacted by recent changes in the Florida KidCare Program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterprising Latinas, Inc.</td>
<td>Wimauma Early Education Project</td>
<td>Provide 25 women with the training and support needed to become licensed family childcare home providers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rebuilding Together Tampa Bay, Inc.</td>
<td>Building a Healthier West Tampa</td>
<td>Provide home safety education and installation of Healthy Home Kits to promote safe housing conditions for low income pregnant women and families with children birth to 8 years old residing in West Tampa.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solita’s House</td>
<td>Technology Upgrade</td>
<td>Purchase 2 laptops &amp; 3 tablets with related software and accessories for staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Life Village</td>
<td>DonorPerfect Acquisition &amp; Implementation</td>
<td>Purchase of DonorPerfect software to support capitol campaign, annual giving and agency sustainability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frameworks of Tampa Bay, Inc.</td>
<td>Marketing/Outreach video</td>
<td>Engage a consultant(s) to develop a marketing/outreach video.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Skills Center, Inc.</td>
<td>Rebranding &amp; Marketing Campaign</td>
<td>Engage a consultant to assist with rebranding, messaging, website re-development &amp; digital marketing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Council of Hillsborough County, Inc.</td>
<td>Branding and Marketing Update</td>
<td>Engage a consultant(s) to redesign website and marketing materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Florida Foster Care Services, Inc.</td>
<td>Training &amp; Orientation Technology</td>
<td>Purchase marketing/branding materials, projectors with screens and other relative accessories.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>Program</td>
<td>Funding Description</td>
<td>Technical Assistance Funding (Agencies Not Currently Funded by CBHC)</td>
<td>Technical Assistance Funding (Agencies Currently Funded by CBHC)</td>
<td>Emerging Community Needs Funding</td>
<td>Emergency Funding</td>
<td>Early Learning Prof. Dev. Grant</td>
<td>Leading Grants Summer Funding</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------</td>
<td>-----------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Positive Spin</td>
<td>Technology Upgrade</td>
<td>Purchase 6 laptop computers for staff with related software and accessories.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tampa Hillsborough Action Plan, Inc.</td>
<td>Smart Board Projector System</td>
<td>Purchase a mobile Smart Board Projector System to support education &amp; training across the THAP campus.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children of Inmates, Inc.</td>
<td>Technology Upgrade (Hillsborough County)</td>
<td>Purchase 5 tablets and related accessories to enhance home visits and family access.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dream Center of Tampa</td>
<td>Technology for Reading Program</td>
<td>Purchase 20 tablets designed for young children, w/ related software and accessories &amp; 2 flat screen TVs to expand reading component of after-school program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Risk Hope, Inc.</td>
<td>HRH Technology Upgrade</td>
<td>Purchase of 1 computer w/related software and accessories (including external hard drive), 1 digital camera w/ memory card &amp; tripod, 3 inventory scanners and an on-line volunteer management system.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We're HERE to HELP, Inc.</td>
<td>Strategic Plan and Marketing Materials</td>
<td>Engage a consultant to facilitate a board retreatategic planning session and purchase marketing materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doorway to Life Skills Center (DTL)</td>
<td>Organizational Capacity Building &amp; Technology Upgrade</td>
<td>Engage a consultant to assist with fund development/sustainability, board/leadership development and purchase a computer &amp; printer with related software and accessories.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents and Children Advance Together (PCAT) Literacy Ministries</td>
<td>Website Update &amp; Marketing Materials</td>
<td>Engage consultant(s) to upgrade website, develop/purchase marketing materials and facilitate an agency retreat/strategic plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,512</td>
</tr>
<tr>
<td>Voices for Children of Tampa Bay, Inc.</td>
<td>Guardian ad Litem Website Update</td>
<td>Engage a consultant to re-design the GAL website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Agency</td>
<td>Program</td>
<td>Funding Description</td>
<td>Technical Assistance Funding (Agencies Not Currently Funded by CBHC)</td>
<td>Technical Assistance Funding (Agencies Currently Funded by CBHC)</td>
<td>Emerging Community Needs Funding</td>
<td>Emergency Funding</td>
<td>Early Learning Prof. Dev. Grant</td>
<td>Leading Grants Summer Funding</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Speak Up Tampa Bay Public Access Television, Inc. d/b/a Tampa Bay Community Network</td>
<td>Video Production Equipment</td>
<td>Purchase Compact Multi-Media Production Studio Switcher.</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha House of Tampa, Inc.</td>
<td>Technology Upgrade</td>
<td>Purchase of Microsoft Office 365, and agency wide set up &amp; migration including data storage and back up capacity.</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Tampa Bay</td>
<td>Technology Enhancements</td>
<td>Purchase of 8 laptops and related software and accessories for staff.</td>
<td>4,899</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning G.R.A.C.E., Inc.</td>
<td>STEM Awareness</td>
<td>Purchase Lego Mindstorms and One Circle Foundation's/Council for Boys &amp; Young Men curriculums.</td>
<td>3,551</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miracles Outreach Community Development Center</td>
<td>Fresh Start Residential Program</td>
<td>Purchase a security system (client safety - $2316), marketing/outreach materials and furnishing (Beds clients - $1100).</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where Love Grows</td>
<td>Technology/Equipment Update</td>
<td>Purchase 1 laptop computer, 1 laser printer, camera w/ video capabilities.</td>
<td>2,812</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manifestation Worldwide Inc.</td>
<td>Technology Upgrade for Student Ministries</td>
<td>Purchase of 12 computers &amp; 4 printers w/ related software and accessories and a white board.</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hillsborough Community College Foundation</td>
<td>Conscious Awareness Learning Model (CALM)</td>
<td>Develop and implement the Conscious Discipline training plan for early care educators.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>73,663</strong></td>
<td><strong>21,112</strong></td>
<td><strong>211,350</strong></td>
<td><strong>-</strong></td>
<td><strong>191,146</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td>Total Approved</td>
<td></td>
<td></td>
<td><strong>497,271</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Current Requests</td>
<td></td>
<td></td>
<td><strong>191,146</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
### PROJECTIONS
#### FISCAL YEARS 2016-2019

**Millage Rate .4589**

<table>
<thead>
<tr>
<th>FY 2016 Amended Budget</th>
<th>FY 2016 Estimated Actual</th>
<th>FY 2017 Budget</th>
<th>FY 2018 Budget</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MILLAGE RATE</strong></td>
<td>0.4589</td>
<td>0.4589</td>
<td>0.4589</td>
<td>0.4589</td>
</tr>
<tr>
<td>Projected Tax Revenue (millage rate @ .4589 w/ 7.83 % inc. in tax base in FY 2017, 7.8% inc. in FY 2018, 7.2% inc. in FY 2019)</td>
<td>32,423,607</td>
<td>32,890,000</td>
<td>34,894,180</td>
<td>37,601,106</td>
</tr>
<tr>
<td>Investment Income</td>
<td>60,000</td>
<td>142,000</td>
<td>152,000</td>
<td>184,024</td>
</tr>
<tr>
<td>Revenue Maximization</td>
<td>67,125</td>
<td>67,125</td>
<td>67,125</td>
<td>67,125</td>
</tr>
<tr>
<td>Administrative Services Organization and Other Community Partner</td>
<td>345,000</td>
<td>402,125</td>
<td>270,000</td>
<td>270,000</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>8,500</td>
<td>5,500</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td><strong>Total Revenue Available</strong></td>
<td>32,904,232</td>
<td>33,506,750</td>
<td>35,386,805</td>
<td>38,125,755</td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>4,384,432</td>
<td>4,383,084</td>
<td>4,626,460</td>
<td>4,791,520</td>
</tr>
<tr>
<td>Mandatory Government Fees</td>
<td>1,617,861</td>
<td>1,615,245</td>
<td>1,740,276</td>
<td>1,878,146</td>
</tr>
<tr>
<td>Building and Capital Reserve Expenditures</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,100</td>
</tr>
<tr>
<td>Program Funding (Continuation Grants)</td>
<td>27,965,432</td>
<td>27,379,907</td>
<td>28,865,770</td>
<td>28,865,770</td>
</tr>
<tr>
<td>New Program Funding (Unallocated)</td>
<td>1,915,000</td>
<td>1,363,328</td>
<td>1,150,000</td>
<td>4,100</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>35,882,725</td>
<td>34,741,564</td>
<td>36,382,506</td>
<td>39,689,536</td>
</tr>
<tr>
<td><strong>Net Income (Spend Down)</strong></td>
<td>(2,978,493)</td>
<td>(1,234,814)</td>
<td>(995,701)</td>
<td>(1,563,781)</td>
</tr>
</tbody>
</table>

### Fund Balance

<table>
<thead>
<tr>
<th>Total Fund Balance Beginning of Year</th>
<th>17,506,038</th>
<th>17,506,038</th>
<th>16,271,224</th>
<th>15,275,523</th>
<th>13,711,742</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income (Spend Down of Fund Balance)</td>
<td>(2,978,493)</td>
<td>(1,234,814)</td>
<td>(995,701)</td>
<td>(1,563,781)</td>
<td>(5,227,667)</td>
</tr>
<tr>
<td><strong>Total Fund Balance End of Year after Spend Down</strong></td>
<td>14,527,545</td>
<td>16,271,224</td>
<td>15,275,523</td>
<td>13,711,742</td>
<td>8,484,076</td>
</tr>
<tr>
<td>Less Non-Spendable Fund Balance Reserve</td>
<td>(15,536)</td>
<td>(15,536)</td>
<td>(15,536)</td>
<td>(15,536)</td>
<td>(15,536)</td>
</tr>
<tr>
<td>Less Committed Fund Balance Reserve (Operating Reserve)</td>
<td>(1,797,725)</td>
<td>(1,740,552)</td>
<td>(1,822,764)</td>
<td>(1,988,446)</td>
<td>(2,306,272)</td>
</tr>
<tr>
<td><strong>Unassigned Fund Balance</strong></td>
<td>7,490,706</td>
<td>6,391,120</td>
<td>6,477,462</td>
<td>6,215,880</td>
<td>5,810,277</td>
</tr>
</tbody>
</table>

### Definitions:

- **Non-Spendable Fund Balance Reserve** includes pre-paid expenditures.
- **Committed Fund Balance Reserve** includes the building/capital reserve and operational reserve of 5.01% of the budgeted expenditures for the year.
- **Assigned Fund Balance Reserve** consists of the future commitments included in the five year projections that spend down from the fund balance.
- **Unassigned Fund Balance** represents the difference between the total fund balance and all reserves above.

The reserve amounts above are determined and approved by the board each year during the budgeting process.
Outreach Events Calendar

The Children’s Board will have a presence at the following community events. Contact Paula Scott, Director of Public Relations, at scottps@childrensboard.org for more information about a particular event.

February

02.26.17  ReDefiners Black Heritage Month Community Expo
University Mall
2200 E Fowler Ave., Tampa
1:00pm-4:00pm

March

03.05.17  Gasparilla International Film Festival Family Fun Day
Centennial Park Ybor
1800 E 8th Ave., Tampa
10:00am-3:00pm

03.06.17  Strawberry Festival Parade
Downtown Plant City
303 N Lemon St., Plant City
1:00pm-3:00pm

03.07.17  Early Steps Baby Bulls Go to the Park in Hillsborough
915 Camp Florida Rd., Brandon
8:30am-11:00am

03.07.17  Children’s Board Free Tuesday
Glazer Children’s Museum
110 W Gasparilla Plaza, Tampa
12:00pm-7:00pm

03.11.17  Splash into Water Safety
Children’s Board Family Resource Center in Town and Country
7520 W Waters Ave., Suite 8, Tampa
9:30am-11:30am

03.12.17  Early Learning Coalition of Hillsborough County Largest Day of Play
Al Lopez Park
4810 N Himes Ave., Tampa
9:00am-3:00pm
03.16.17  Splash into Water Safety
Children's Board Family Resource Center in Brandon
1271 Kingsway Road, Brandon
9:30am-11:30am

03.18.17  Children's Services Community Fair
3191 Clay Mangum Lane, Tampa
10:00am-2:00pm

03.25.17  Splash into Water Safety
Children's Board Family Resource Center in Central Tampa
1002 E Palm Ave., Tampa
9:30am-11:30am

03.26.17  Sun Shine Sunday
Glazer Children's Museum
110 W. Gasparilla Plaza, Tampa
10:00am-1:00pm

03.30.17  Splash into Water Safety
Children's Board Family Resource Center in East County
639 East Alexander St., Plant City
9:30am-11:30am
Good News
from our funded partners

Regular Board Meeting
February | 2017
Coalition team members, Stacey Francois and Hannah Goble, two professional development specialists that work in the Coalition’s Quality Counts for Kids Program created an incredible presentation which made its national debut at the 2016 NAEYC Conference. The duo worked with local child care facility, Alphabet Learning Center, to make an amazing project entitled "See the Real Me: Using Loose Parts from Nature to Create Self-Portraits" come to life. The overall concept of the project was to engage children focused on strategies and skills that promoted experimentation with self-portraits. During the process Francois and Goble explored the concepts of self-esteem, self-concept, and self-identity with the children who then used loose parts found within their environment to express their artistic creativity as they developed self-portraits. Over the course of a week, the pair worked closely with center staff and documented the process with over 600 photos!

The presentation of the project at the 2016 National Conference for the National Association for the Education of Young Children (NAEYC) in Los Angeles received so much attention, the project was featured on the National Science Teacher Association blog on December 18, 2016. The duo has also been approached for additional speaking engagements and presentations regarding the project. The project will also be showcased at the new location of the Coalition’s Institute for Early Childhood Professionals at its grand reopening on February 28, 2017.
Healthy Families Hillsborough celebrated their 2016 Graduation on October 10, 2016 at MOSI. There were over 145 parents, grandparents, graduates (29) and their siblings in attendance. This was by far our most successful graduation event. The children were entertained with a science demonstration by SteamPunks. Families were able to get their photograph together and then enjoy the museum after the event. For most of the families, this was the first time they had ever been to MOSI. Healthy Families is a long term parent support program which provides parent education, support and child development in the families’ homes. Families that graduate improve their knowledge of child development, increase social supports and self-sufficiency. Healthy Families Hillsborough is a nationally accredited site of Healthy Families America. Healthy Families is a major investment grant of the Children’s Board of Hillsborough County and also receives funding from the Ounce of Prevention Fund of FL and the Department of Children & Families.

“Becoming a parent for the first time is an experience out of this world. It’s beautiful yet scary. I’m really happy I said “yes” to Healthy Families and opened my doors to them. My worker was more than helpful, she was a blessing. The information you receive and the support is unbelievable. My husband & I will always be glad we said YES.”

Imara C., her husband, and children Gabriela, Kassandra and Marceline

“Healthy Families has helped me with how to take care of my son since he was a baby and has helped me with child safety and has also helped me set goals for myself and accomplish them.”

Jessica J and her son Ethan
Ms. L came to the family law team seeking help for an injunction and divorce. The parties were married (for the second time) for only two years, and have an 8 year old daughter. There was physical abuse, including abuse in front of the child. More disturbing, were the efforts by the HIV+ and Hepatitis C infected OP to infect the client and the daughter. Ann Arledge was able to get a 1 year injunction for protection, largely because the Judge found the OP not to be credible. It was stated in court that we had just filed the dissolution action. The OP then quit his job and disappeared. We were able to get the divorce through constructive service, getting our client ultimate decision making authority for the child, and 100% timesharing. The client was very relieved to finally be free from this abuser. She considers us “Angels”. We were able to assist her in the divorce through the Lawyers Helping Kids grant from the Children’s Board.

Our client has been caring for her 4 grandchildren (ages 11, 10, 5 and 1 year old) on and off for the past three years for the oldest three, and soon after birth for the youngest. The parents have become increasingly difficult to contact and admitted to other family members to having issues with drugs. The grandmother became increasingly frustrated as she was told she needed legal custody to have one of the children tested for hepatitis (due to possible exposure during the mother’s pregnancy) and not being able to enroll one of the children in pre-school, along with frequent thoughts that the parents may remove the children. The children’s statements about observing the parents using drugs (when previously in the parent’s care) was another motivator for the grandmother to take action. Laura Ankenbruck (Family Law Team) accepted client’s case and filed for temporary custody. The parents were served during one of their frequent stints in jail for petit theft and immediately filed lengthy responses to the Petition. The parents appeared at two hearings and their depositions, stating that they were committed to the children and wanted them returned to their care. A visitation schedule was agreed upon where the parents would visit the children on Sunday afternoons at the client’s home. The parents appeared for one visit and then missed the remaining visits. With a lengthy list of witnesses prepared to testify against the parents, the final hearing was a bit anticlimactic when the parents failed to appear. The grandmother now has temporary legal custody of the 4 children, the legal case will be closed and the burden is on the parents to return to court and show they are “fit parents”, should they ever seek to have the children returned to their care.

Ms. M came to us for assistance with a dissolution of her marriage to her abusive husband. She took their three young children and moved out of the marital residence when he moved his girlfriend in. With assistance and advice, she was able to get him to sign a Marital Settlement Agreement and Parenting Plan. The only issue in dispute remained the amount of child support he had to pay. He only wanted to pay $500 per month, and had paid nothing since separation. Ann Arledge (Family Law Team) worded the agreement so that he agreed to guidelines child support. Ann then went for a final hearing to prove up the divorce and set child support. After quickly establishing his income, Ann provided the guidelines showing the child support should be $856 per month. The Judge accepted this without hesitation, and immediately entered the final judgment. The OP left angry and a bit confused. The client left safe and happy. We were able to assist her through the Lawyers Helping Kids grant from the Children’s Board.

Client, LT lives with one adult child, a student, and one minor child. Due to a change in employment she got behind on her rent, and was served with a 3-Day notice to pay rent or vacate the premises. LT agreed that the amounts on the notice were correct, with the exception of $50 incorrectly included as a late fee. LT, sought
only to avoid an eviction, and some time to move without leaving her family homeless in the interim. The Landlord, with whom LT was otherwise on good terms, removed a part from the exterior part of the air conditioner after she came to collect rent. This caused LT to lose the use of the air-conditioner. Dan Reigle (Team ABLE) pursuant to the Lawyers Helping Kids grant funded by the Children’s Board of Hillsborough County, agreed to contact the landlord regarding a resolution. The landlord stated that they had contacted their lawyer, a lawyer familiar to BALS housing advocates. Dan contacted the attorney, making the case for potential prohibited practices liability, which could amount to much more than the rent owed by LT. Dan drew up a proposed settlement, giving LT and her family time to move, and otherwise mutually rescinding the lease. The owner agreed, and the parties complied by the terms. LT received assistance from her church that allowed her family to move to a new location, vacating her previous home in the time allowed by the agreement. The eviction was never filed, so future landlords will see nothing with regard to a negative rental record from this situation. LT was very pleased with this outcome, especially that she and her children were spared from what looked like a period of temporary homelessness.
Lauren C. was invited to visit the CBFRC in North Tampa by her grandmother who is currently a member. Being a mother of three small children, Lauren stated she felt overwhelmed at times and needed reassurance on her parenting skills. Although she didn’t have concerns on the development of her children, she was open to have an Ages and Stages Questionnaire (ASQ) conducted on her 2 ½ year old daughter and her 9 month old son, and was open to any suggestions on how to improve her parenting skills. Lauren was referred to our Developmental Specialist, Luis, and completed the ASQ with her children. She shared, “It gave me that extra boost of encouragement I needed to show that I was on the right track with my parenting skills.”

Meeting with Luis showed her how advanced her daughter was in learning and also gave her information for her to access parental education to further her knowledge. At the end of her visit with the Developmental Specialist, Lauren expressed that the staff at North Tampa made her feel welcomed and were very attentive to her needs. “The moment I walked into the building I felt safe and at peace,” she said.

Lauren, her husband and their three children attended the MILO event at the center, where the children received age appropriate books and enjoyed all the educational stations. They attended the center’s Holiday Gathering event where she restated the love for the staff and the center, along with the newly developed confidence that she and her husband gained as parents from the center’s services.

The family was also invited to attend Champions for Children Holiday Store where they received developmental toys for the children. This also gave Lauren the opportunity to know what to shop for the children during the Holidays. Lauren is looking forward to having the children participate in the center’s Developmental Playgroups in the future.
Big Brother Jason & Little Brother Maleek

Maleek and Jason have been matched almost 3 years. Since the start of their match, Maleek and Jason have been fishing about once a week. Jason tells me that Maleek now knows much more about fishing than he does! Last year, Maleek entered the Madeira Beach kid’s fishing tournament and won for his age bracket. He won tickets to the aquarium, got a trophy and other prizes for his family. This year, he entered the Madeira Beach tournament again and won again!

Big Sister Rhonda & Little Sister Tre’nya

Tre’nya and Rhonda have been matched almost two years at Sulphur Springs K-8 Community School. Since day one, Rhonda has been a consistent and reliable adult friend for Tre’nya to talk to. Tre’nya started off this school year with some difficulties but Rhonda was right there to help her through the tough times. Now, Tre’nya is doing much better in school.

Big Sister Madalyn & Little Sister Lizzet

Madalyn and Lizzet have been matched for over 6 years. When they first met, Lizzet was incredibly shy -- to the point that she would have mild panic attacks over presenting at school or talking to strangers. Madalyn was incredibly understanding of this and endured many outings where she was the only one talking. Now, Madalyn says that Lizzet barely stops talking when they’re together. It took about two years, Madalyn said, for Lizzet to become that outgoing, but Madalyn was patient and determined to create a space for Lizzet to feel comfortable sharing her own thoughts and opinions. Many Bigs get discouraged after a year or two of spending time with a Little who remains quiet, but Madalyn was never frustrated by this and stuck with Lizzet. Madalyn said that she and Lizzet are going to be friends forever and she is very glad that they were matched.
Kinship Navigator Tena Randecker presented the game ball on behalf of Children's Home Network Kinship program at the USF basketball game on February 2. Tena is a relative caregiver herself, and she, her husband, and grand niece and nephew all attended the game sponsored by Molina Healthcare.
The Lowry Park Neighborhood Initiative with
Seniors in Service of Tampa Bay, Inc.

REPTILES and AMPHIBIANS!
Do you know the difference? A bunch of Kindergarteners do now!
Kindergarteners and their families from Oak Grove and Egypt Lake Elementary Schools enjoyed a pizza dinner and close encounters with the scaly (and not-so-scaly) kind. Hint: that’s one of the differences! And they made habitats in terrariums with their parents, siblings, teachers, and Foster Grandparent Tutors to get to know how reptiles and amphibians live.

Did we mention improved literacy too?
We launched a myON reading contest in mid-November. The number of books read by these Kindergartners comparing September to December went up 234%! And that’s in December when the kids are out of school for half the month.
So they did that reading AT HOME!! BIG RESULTS!!

The Lowry Park Neighborhood Initiative is a finalist for the 2017 WEDU Be More Knowledgeable Award!
And Seniors in Service is a finalist for overall Non-Profit of the Year for the 2017 WEDU Be More Unstoppable Award!
Wish us luck on February 23rd when winners will be announced!
LifeCare Network held a Client Appreciation Day on January 14th to honor and celebrate the families we serve. It was a fun filled day with food, games, and fellowship that allowed our families to meet and connect with one another. Special thank you to the students from USF, as well as Shelton and Brian from the Children’s Board of Hillsborough County, for coming out to our event. We appreciate your community partnership.
Program-Wide Positive Behavior Support (PWPBS) has started the 2016-17 year off with much excitement and success. Recruitment and leadership team training across 12 new early childhood centers and family child care homes was completed in the fall. Each site has begun learning how to conduct our observation tools with fidelity; and all sites have achieved reliability on our measures that are used to guide teaching staff in implementation of social-emotional development across all children through the Pyramid Model. Our sites are now conducting baseline observations and working hard to assess their teachers’ strengths and professional development needs, so that we can begin making data-based decisions and coaching on implementation of social-emotional teaching.

But the most exciting news is...each of our sites have identified their program-wide expectations and they have begun fun “rollout” events to announce their expectations to the staff, children, and families. This shared focus and language truly unifies everyone, promotes readiness for kindergarten, and promotes much excitement and enthusiasm about PWPBS. Together we are better; and by promoting this relationship with families and children, our young ones surely benefit in a big way.

Please contact us if you would like to tour any of our sites. We couldn’t do this without your support!
A thank you to Alba Fernandez

This is the story of a broken family and a therapist who helped to restore a healthy level of stability in the midst of a personal tragedy.

2015 proved to be a life-altering and conflicting time for our family; our 24 year-old daughter, Sarah, was tragically killed in a car accident.

The death of our daughter was only a part of our struggle.

With tragedy comes collateral damage. Since my daughter’s death, my wife Marti and I struggled to cope with our loss; we ventured off and went our separate ways, stopped communicating, we argued and didn’t do much together.

We have been good parents, but as far as being husband and wife, we pretty much neglected each other emotionally and physically while grieving our daughter’s death in silence.

Our family desperately needed help.

America boasts more species of therapists than most ice cream stores carry ice cream flavors. Which poses a problem: It may be painful enough to admit to needing psychological help; moreover, it is often difficult to find a competent therapist.

It is not easy to talk about the death of your daughter, struggling with the agonizing pain that just never goes away, the reality that she will never come home, the heavy burden her children, 6 year-old Masen and 7 year-old Kasen must bear; the unbelievable reality of losing your daughter and the burden young grandchildren must bear growing up without the love of their mother.

I was 71 when I walked into Alba Fernandez’s office and asked myself this question, “Why are you here?” My reply was simple, I need someone who doesn’t love me to help untangle painful issues my family was trying to unravel alone.

For our family, healing began when we met Alba Fernandez, as our therapist she has been a breath of fresh air whose expertise connected with our needs; her wisdom and warmth has helped our
family develop the tools to better cope with our family tragedy, my wife and I now speak in softer
tones and our marriage has a sturdy foundation.

Our grandchildren, Kasen and Masen, see Ms. Fernandez each Thursday; under her care the boys
have come a long way adjusting to the burden they share in the loss of their mother.

And if that isn’t enough, Ms. Fernandez and her office surprised the boys, at Christmas time, with
two brand-new bicycles; the gesture was more than merely giving a bicycle away...it was a gift of
love and compassion.

As Grandparents, seeing Kasen and Masen’s happy faces when they received their bicycles was Ms.
Fernandez gift to us.

Our family could not have coped with our tragedy alone; we will forever be indebted to Ms.
Fernandez for her guidance and counsel in helping to repair a broken family.

Best regards,

Jerry, Marti, Kasen and Masen