Our Mission

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

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.

EXECUTIVE DIRECTOR DISCLOSURE
- Special Presentation – Andrew J. Moos, Metropolitan Advertising Company

PROVIDER PRESENTATION
Introduction
- Seniors In Service
Community Stepping Stones (video) “Why I Like Art”
Crisis Center (video) “Help Me Grow”

COMMITTEE REPORTS
Executive and Finance Committees Meeting
November 6, 2014 Summary (verbal)

ACTION ITEMS
Tab 1. Approval of October 23, 2014 Regular Board Meeting Minutes
Tab 2. Approval of Revisions to the Board Policies Sections 1.1.9 and 1.1.10
Tab 3. Approval of Hillsborough County Civil Service Board Service Election for FY2016
Tab 4. Approval of Children are Safe Grant(s)
REPORTS/PRESENTATIONS

Tab 1. Executive Director Reports K. Parris
A. Activities – October 24 – November 20, 2014 (written)
B. Strategic Plan FY2014 Final Report
C. Community Advisory Committee Update (verbal)
D. Friends of the Children’s Board Update (verbal)

Tab 2. Program Reports M. Negron
- Contracts Update (verbal)
- GEMS Update (verbal)
- Outreach Technical Assistance Grant Award

OLD/NEW BUSINESS

ATTACHMENTS

1. Contract Signature Logs (ASO, Programs, Vendors)
2. Procurement Announcement(s)
3. MHC/UCP Quarterly Report
4. Outreach Events
5. Good News!

IMPORTANT DATES TO REMEMBER

NOVEMBER 2014

Central Tampa Family Resource Center Grand Re-Opening November 20, 2014 4:30 PM
Community Advisory Committee Meeting November 20, 2014 5:00 PM

DECEMBER 2014

Executive Committee Meeting No meeting in December
Regular Board Meeting No meeting in December

JANUARY 2015

Executive Committee Meeting January 8, 2015 12:00 PM
Regular Board Meeting January 22, 2015 3:00 PM
PROVIDER PRESENTATION

Seniors In Service
~ Tammy Criollo, Executive Director

“Why I Like Art” ~ Community Stepping Stones (video)

“Help Me Grow” ~ Crisis Center (video)
COMMITTEE REPORTS

Executive and Finance Committees Meeting
November 6, 2014 Summary (verbal)
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY
REGULAR BOARD MEETING
OCTOBER 23, 2014 ~ 3:00 PM
MEETING MINUTES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Regular Board Meeting</th>
<th>Date</th>
<th>October 23, 2014</th>
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<tbody>
<tr>
<td>Facilitator</td>
<td>Megan Proulx Dempsey, Chair</td>
<td>Meeting Time</td>
<td>3:00 PM</td>
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<tr>
<td>Location</td>
<td>Children’s Board of Hillsborough County</td>
<td>Actual Meeting Time</td>
<td>3:04 PM – 4:00 PM</td>
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<tr>
<td>Board Member Attendance</td>
<td>Megan Proulx Dempsey, Vice Chair</td>
<td>Adjourned</td>
<td>The meeting adjourned at 4:00 PM</td>
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<tr>
<td>Susan P. Schneider, Sec./Treasurer</td>
<td>Kevin Beckner</td>
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<tr>
<td>Christopher E. Brown</td>
<td>Katherine G. Essrig</td>
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<tr>
<td>Jan Gregory</td>
<td>Kelly S. O’Brien</td>
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<tr>
<td>Other Attendees</td>
<td>Kelley Parris, Executive Director</td>
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<td>John Bakas, Esq., Board Attorney</td>
<td>Trish Charo</td>
<td></td>
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<td>Veronica Blanco, Recorder</td>
<td>Maria Negron</td>
<td></td>
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<tr>
<td>Tonia Williams</td>
<td>Paula Scott</td>
<td></td>
<td></td>
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<tr>
<td>Nine Eichorn</td>
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SUMMARY

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<th>No.</th>
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| I | CALL TO ORDER | Megan Proulx Dempsey, Vice Chair, called the meeting to order at 3:04 PM and asked attendees to stand for the Pledge of Allegiance.  
- A quorum was not established, however, the meeting proceeded with agenda items not requiring formal action. |
| II | PUBLIC COMMENT | Susan Schneider, Secretary/Treasurer, opened the floor for Public Comment.  
1. Mrs. Betty Brown spoke of the excellent support she and her two children, Demetria Hollis and Demarion, receive from the Positive Development Program and the help provided by her worker, Carmen.  
2. Pat Grosz read her letter addressed to the CBHC Board that delineates her comments to clarify events related to the dissolution of the Infants & Young Children organization. The letter also requests that CBHC fund a new corporation, Positive Family Partners, to preserve the integrity of the IYC program through an agreement with the fiscal agent, Gracepoint: A Center for Wellness who was IYC’s program partner.  
3. Diane Koch, representing Maritza, a staff person of Positive Family Partners (PFP) who was unable to attend, read her letter addressed to the CBHC Board in support of the PFP program and the services it provides to children and families in the community. |
<p>| III | Executive Director Disclosure | The Executive Director advised that she meets with each Board Member individually for a one-hour briefing prior to each Board Meeting to review, ask questions, and discuss each agenda item. If questions are not posed during the Board Meeting, it is not indicative of the depth of research of each agenda item by the Board Members. |
| IV | PROVIDER PRESENTATION | Treasurer, Susan Schneider, provided a summary of the Alpha House of Tampa organization, recognized the presenter, Patricia Langford, and CBHC Staff Contract Manager, Shelton Gilyard. |</p>
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|     | **Alpha House of Tampa** | Patricia J. Langford, Executive Director of Alpha House of Tampa (AHT), began the presentation with a video.  
**Presentation Highlights and Testimonies:**  
- AHT offers homeless pregnant women and mothers with young children safe housing and tools needed to become self-sufficient, effective, and responsible parents.  
- AHT is the only licensed maternity residence in Hillsborough County.  
- An invitation was extended to CBHC Board and others in attendance to participate as a team member or sponsor of the Alpha Challenge 2014 Saturday, the 25th, a team-building and family-friendly day.  
- AHT has adopted the Parents as Teachers Model for use in its shelter-based program and their Parents as Teachers Advisory Council.  
- AHT thanked CBHC for allowing AHT to hold its 30th Roll and Read event at CBHC.  
- Donna Lopez, a PAT supervisor, explained the Group Connections component of the program used to build partnerships with the families served through friendship support, sharing common experiences, and Parent Cafe. The New Moms Group for teaching baby care and child development demonstrated how to use home-created toys.  
- Yvette Daniel, a resident spoke of the assistance, encouragement, and support she received when she was homeless. She became a resident, started school, found employment, and is now an HCC student. |

| V | COMMITTEE REPORTS | Executive Committee – Megan Dempsey  
Mrs. Edgecomb stated that items brought before the Executive Committee were:  
- Update on the Infants & Young Children organization transition.  
- Combining the Advocacy Committee and Community Advisory Council to facilitate cohesiveness and better use of the time commitment of citizen volunteers.  
- Update on Mosaic/GEMS software development and implementation.  
**Advocacy Committee** – Susan Schneider  
Mrs. Schneider stated that items brought before the Executive Committee were:  
- Update on the plans for the 2015 Legislative Summit to be held January 29, 2015; restructured for three morning breakout sessions around the three leading causes of preventable child death: (1) water Safety, (2) Safe Sleep, and (3) Abusive Head Trauma. The success of the Child Safety Summit in the three areas was a determining factor is selecting the topics for the breakout sessions. Morning sessions will be followed by a report out session and Lunch with Legislators.  
- Discussed the ad hoc Advocacy Committee and Community Advisory Council and similarity of mission and focus. |

| VI | ACTION ITEMS | Approval of the September 11, 2014 Preliminary Public Hearing (TRIM) Meeting Minutes  
The Chair requested comments regarding the Minutes. No questions or comments were presented.  
Motion by Susan Schneider to approve the Minutes of the Preliminary Public Hearing (TRIM) Meeting held September 11, 2014. Second by Katherine Essrig. No discussion. Motion carried by unanimous vote. |
|    |      | Approval of the September 25, 2014 Final Public Hearing (TRIM) Meeting Minutes  
The Chair requested comments regarding the Minutes. No questions or comments were presented. |
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<tr>
<td>2.</td>
<td>Motion Carried (2)</td>
<td>Motion by Katherine Essrig to approve the Minutes of the Final Public Hearing (TRIM) Meeting held September 25, 2014. Second by Susan Schneider. No discussion. Motion carried by unanimous vote.</td>
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<tr>
<td>3.</td>
<td>Minutes 09-25-2014 Regular Board Meeting Motion Carried (3)</td>
<td>Approval of the September 25, 2014 Regular Board Meeting Minutes. The Chair requested comments regarding the Minutes. No questions or comments were presented. Motion by Katherine Essrig to approve the Minutes of the Regular Board Meeting held September 25, 2014. Second by Susan Schneider. No discussion. Motion carried by unanimous vote.</td>
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| 4. | Approval of Contract with Gracepoint Motion Carried (4) | Approval of the Contract with Gracepoint – Maria Negron. Maria Negron summarized the background and supporting information regarding the recommended action:  
- Gracepoint previously subcontracted with Infants & Young Children of West Central Florida (IYC) to provide case management services for high-risk patients from clinics at Health Park and Tampa General Hospital.  
- The IYC Board decided to dissolve the organization which provided child development enhancement services.  
- After consulting with clinic personnel and out of consideration for the twenty-eight (28) families who require continued high-risk case management services, CBHC initiated negotiations with Gracepoint to continue to provide high-risk case management services that will include a coordinator housed at each clinic in addition to case managers who will provide follow up services for families.  
- The recommendation is to approve a contract with Gracepoint for $292,128 for October 1, 2014 to September 30, 2015.  
Questions and Comments:  
- Maria Negron clarified that case management services will not be interrupted and is of significance as it otherwise would not be available with the developmental screening services that will be provided by clinic doctors.  
No further questions or comments were presented. Motion by Jan Gregory to approve the Contract with Gracepoint for $292,128 for case management services for the period October 1, 2014 to September 30, 2015. Second by Kelly O’Brien. No discussion. Motion carried by unanimous vote. |
| 5. | Approval of Adjustment of Program Dollars Motion Carried (5) | Approval of the Adjustment of Program Dollars – Maria Negron. Maria Negron summarized the background and supporting information regarding the recommended action:  
- Item is presented to the Board due to unanticipated lapse in dollars after approval of the FY2015 Budget.  
- The lapse was primarily impacted by Infants & Young Children of West Central Florida (IYC) which had a FY2015 total allocation of $722,885 and a few contract amounts reduced during negotiations.  
- The adjustment will be for three efforts:  
  o Community Outreach Technical Assistance Grant for $4,500 (proceeds primarily from the Color Me Rad event hosted in 2014).  
  o Neighborhood Mini-Grants for $15,000 to enhance Hillsborough County Partnerships to support child safety efforts on the neighborhood level. |

CBHC Regular Board Meeting  
October 23, 2014 - Page 3 of 6
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| 1.  | Motion Carried (5) | Amend the release of the Ready to Learn RFP by increasing the allocation from $250,000 to $500,000 to address prevention and early intervention efforts to improve education success for youth and fund two potential contracts rather than one.  
- M. Negron clarified that the Ready to Learn release addresses the 9-12 year old age group (middle school). Current providers and new groups are anxious to apply for the opportunity to provide services that focus on this critical transition age group of children.  
No further questions or comments were presented. |

**Motion by Jan Gregory to approve the Adjustment of Program Dollars. Second by Kelly O’Brien. No discussion. Motion carried by unanimous vote.**

| 1. A. | Executive Director Report – K. Parris | Report of Comparison of the Advocacy Committee and Community Advisory Council (CAC)  
- After a side-by-side comparison of the historical review of activities of the two ad hoc committees, 4-year review of the Advocacy Committee and 2-year review of the CAC, the recommendations are to:  
  - Combine the two committees.  
  - Rename the new ad hoc committee the **Community Advisory Committee**.  
  - Invite each Family Resource Center to elect one (1) representative from their Citizens Advisory Committee to be a member representative on the new ad hoc committee.  
  - Governing rules will be adopted and renamed the "**Community Advisory Committee Guidelines**".  
  - Plan is to have six meetings this fiscal each year, one at each of the Family Resource Centers, followed by a Town Hall meeting in each community.  
  - The new structure will recognize the work done by members of the previous committees, reinvigorate the activities of the citizen participants so that it is citizen driven, and strongly support the advocacy component of the committee.  
  - John Bakas clarified that:  
    - The Advocacy and CAC are ad hoc committees that serve at the Board’s discretion.  
    - The role, scope, function, and makeup of the committees are always within the discretion of the Board.  
    - The proposed composition and meetings dates do not affect the ad hoc classification and the new group will perform somewhat the same tasks in a more streamlined fashion.  
    - The current Bylaws of the Board clarified that although the Chair normally appoints committees, the Board also has the authority to appoint committees. |

**Motion by Jan Gregory to move the recommended action, Approval of Recommendation to Consolidate the Advocacy Committee and Community Advisory Council. Second by Kelly O’Brien. No discussion. Motion carried by unanimous vote.**
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<tbody>
<tr>
<td>1.</td>
<td>B.</td>
<td>• Activities Report for September 26, 2014 – October 23, 2014; 28 significant meetings attended, to include the Alliance for Children and Families meeting in Pittsburgh which I plan to recommend that Senior Staff attend also next year in St. Louis.</td>
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<tr>
<td>1.</td>
<td>C.</td>
<td>• Updated Organization Chart displays recent staff internal changes.</td>
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<td>1.</td>
<td>D.</td>
<td>• The advertisement for the project manager of the Safe and Sound Hillsborough (Violence Prevention Collaborative) Project has been extended until October 24, 2014 to expand the applicant pool. Eight resumes have been received to date. The Hillsborough County School System applied for and received a $3.7M grant to work in twenty-one (21) high-poverty schools to address issues of violence.</td>
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<td>2.</td>
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<td><strong>Program Reports</strong> – M. Negron</td>
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<tr>
<td>A.</td>
<td></td>
<td><strong>Contracts Update</strong></td>
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<td>• To date CBHC will manage forty-nine (49) contracts in FY2015; 46 have been prepared and sent to providers for signature.</td>
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<td>• Five (5) competitive Requests for Proposals were released in October totaling $594,500.</td>
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<td>B.</td>
<td></td>
<td><strong>GEMS Update</strong></td>
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<td>• Contracts can now and in the future be produced through GEMS.</td>
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<td>• Regarding the export functionality and reporting, CBHC’s Researcher, Christine Caffray-Kreines, is analyzing and testing actual data input by providers in preparation for proceeding with actual analysis of how programs are doing with respect to outcomes. Mosaic staff will provide direct assistance with data analysis.</td>
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<td>• Regarding fiscal reporting features, those functionalities are complete and the next step for Mosaic is to complete final corrections.</td>
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<td>• The Mosaic Contract may be presented to the Board for approval in November pending final testing results.</td>
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<tr>
<td>VII</td>
<td>OLD/NEW BUSINESS</td>
<td>None.</td>
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<td>ADJOURNMENT</td>
<td>The meeting adjourned at 4:00 PM.</td>
</tr>
</tbody>
</table>
MOTIONS

1. Motion by Susan Schneider to approve the Minutes of the Preliminary Public Hearing (TRIM) Meeting held September 11, 2014. Second by Katherine Essrig. No discussion. Motion carried by unanimous vote.

2. Motion by Katherine Essrig to approve the Minutes of the Final Public Hearing (TRIM) Meeting held September 25, 2014. Second by Susan Schneider. No discussion. Motion carried by unanimous vote.

3. Motion by Katherine Essrig to approve the Minutes of the Regular Board Meeting held September 25, 2014. Second by Susan Schneider. No discussion. Motion carried by unanimous vote.


5. Motion by Jan Gregory to approve the Adjustment of Program Dollars. Second by Kelly O’Brien. No discussion. Motion carried by unanimous vote.

6. Motion by Jan Gregory to move the recommended action, Approval of Recommendation to Consolidate the Advocacy Committee and Community Advisory Council. Second by Kelly O’Brien. No discussion. Motion carried by unanimous vote.

READ AND APPROVED BY:

______________________________________________
MEGAN PROULX DEMPSEY
VICE CHAIR
**Initiator:** Doretha Edgecomb

**Action:** Approve Revision to Board Policies

**Date:** Regular Board Meeting, Thursday, November 20, 2014

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**Recommended Action**

- The Executive and Finance Committee recommends the approval of the revision to the Board Policies Sections 1.1.9 and 1.1.10.

**Background**

- Section 1.19 was added to be consistent with the Children’s Board operating procedures and practices and the Hillsborough County policies and procedures.

- Section III-7 was added to clarify the process of Public Comment during Board Meetings.

- The formatting of the Board Policies was changed to be consistent with the format of the Children’s Board Procedures. Further formatting revisions will separate each policy separately.

**Summary of Recommended Changes**

- **Approval of Section 1.1.9 Nondiscrimination as indicated below:**

  1.1.9 Nondiscrimination

  The Children's Board prohibits discrimination or harassment with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment, public accommodations, real estate transactions, any credit transaction, and Children’s Board contracting and procurement on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity or expression, pregnancy or veteran status.

- **Approval of Section 1.1.10 Public Comment During Board Meetings as indicated below:**

  1.1.10 Public Comment During Board Meetings

  A. **Right of Public to Comment.** The Board shall comply with law regarding receiving public comment. Individuals desiring to speak shall use a designated form indicating his or her name, the matter before the Board on which the person desires to speak, the person’s support, opposition, or neutrality on the matter, and whether the person designates a representative to speak for him or her or his or her group.
B. **Time Allotted.** Subject to the time designated for public comment, each individual who completes the designated form will be allowed to speak for up to three minutes.

C. **Implementation.** The Board may modify the times in this policy, the procedures by which representatives are designated, and the meeting at which public comment on a matter is received, provided such modifications are consistent with law. This policy shall be construed to maintain orderly conduct and proper decorum in meetings.

**Attachment(s)**

A. Proposed Board Policies Red-lined with revisions
SUBJECT: POLICIES PERTAINING TO OPERATION OF THE GOVERNING AUTHORITY

EFFECTIVE: September 25, 2008        REVISION: January 24, 2013, Revision 1

EFFECTIVE: April 25, 2013, Revision 2
Month Day, 2014 Revision 3

REVIEW DATE: Annually

SECTION 1 POLICIES PERTAINING TO OPERATION OF THE GOVERNING AUTHORITY

1.1 Applicable Laws, Regulations, and Policies

The Board will conduct its affairs in keeping with the State-enabling statute, the Hillsborough County-enabling ordinance, the Bylaws of the Children’s Board, the Board’s Strategic Plan, these Board Policies, the Sunshine Law, the Public Records Law, and other applicable laws and regulations.

1.2 Reimbursement of Board Member Expenses

Board members receive no salary or other compensation for services on the Children’s Board. Members may receive reimbursement for travel and related expenses when such travel is in the interest of the agency, including travel to conferences that offer content related to the mission, goals, and purposes of the Children’s Board. Reimbursement will be on the same basis as staff is reimbursed.

1.3 Line of Authority

There will be a separation between the policy-making activities of the Children’s Board and the operation of the agency. The Board will make policy and hold the Executive Director accountable for the operation of the agency. The Executive Director is responsible to provide the Board with adequate and timely background and supporting information regarding agenda items, the operation of the agency, and new matters that may affect the operation of the agency or opportunities for greater service of the agency to Hillsborough County. The Board will make all requests for services from staff through the Executive Director. Individual Board members should not give directions to the staff or Executive Director. Individual Board members who need additional information from the staff will make such requests through the Executive Director. The Board acknowledges the right of every Board member to be fully informed on all aspects of agency operation, and nothing in this policy limits that right. This policy will be implemented to further enhance the efficient operation of the Board and staff operations and the timely distribution of information to Board members.

1.4 Evaluation Process for Executive Director

In accordance with provisions and timelines as specified in the Executive Director’s Employment Contract, the Board will assess the performance of the Executive Director through use of the Board-approved Executive Director Performance Appraisal Process. The Board Attorney will oversee the implementation of this process.
1.5 Designees

The Children's Board enabling statute allows a designee for the District Administrator of the Department of Health and Rehabilitative Services (now the Department of Children and Families) to represent him or her in his or her absence and fully participate in meetings, including voting privileges. Other Board members may designate a person to monitor a Board meeting in their absence. However, while such persons may respond to questions, they will not participate in debate nor exercise a vote. Any Board member who knows in advance that they will not be able to attend a scheduled Board meeting shall contact the Executive Director prior to the subject meeting.

Board members who are unable to attend a meeting and who wish to make their position known on a specific agenda item, or who have a question regarding any item, should contact the Executive Director regarding the matter and shall submit a written statement addressing their position on a specific agenda item(s) in advance of the meeting. See also Policy I-3, Line of Authority.

1.6 Abstentions

In accordance with Section 112.3143, Florida Statutes, Board members and members of any advisory body to the Board must abstain from voting on a matter in which they have a conflict of interest and they must disclose the nature of their interest. Furthermore, they may not attempt to influence a decision on a matter in which they have a conflict of interest prior to disclosing the nature of their interest. In either case, they must delineate such interest on a Florida Commission on Ethics form, which shall be incorporated in the minutes of the appropriate Board or advisory body meeting.

Except in the above described circumstances, Board members and members of any advisory body to the Board will not abstain on any vote. Board members and advisory body members who believe they are unable to vote in favor of any measure because of lack of information or other special circumstances may vote against such a measure and may ask that the reason for such a vote be indicated in the minutes.

1.7 Financial Disclosure

In accordance with state law, all Board members, the Executive Director, and any employee with authority to purchase any single item costing more than $20,000 must file a financial disclosure form annually and after leaving office or employment.

1.8 Board Committee Procedures

The following procedures will govern the establishment of Committees:

A. Appointment to Committees. The Chairman of the Board should appoint Committee members in the absence of a vote by the Board to designate a Committee and its members. Board Committees should be composed of Board members. In appropriate circumstances, non-voting members of the public might be asked to serve. The Board Chairman should appoint the Chairman of each Committee.
B. **Responsibility.** Board Committees will be given responsibility to study, report on, or recommend action in matters assigned by the Chair of the Board.

C. **Board Committee Operations**

1. The Executive Director shall give notice of each Committee meeting as required by law.

2. Mailing lists of interested persons will be maintained by the Executive Director for each Committee if anyone has expressed a desire to be notified so they can attend a particular Committee’s meetings.

3. Board Committees may schedule meetings at which reports, comments, suggestions, or other information is presented from the public or other agencies.

4. Board Committees will use one or more Advisory Committees they form to assist them in their work. These ad hoc Advisory Committees can have substantial involvement in the matters the Board Committee is considering. Board Committees may hold one or more workshops at which to receive advice and information from the public and other agencies.

5. The Board Committee eventually meets and votes on one or more recommendations to be presented to the full Board. The Chairman of the Committee presents the recommendation to the full Board or first to the Board’s Executive Committee, if appropriate.

1.9 **Nondiscrimination**

The Children’s Board prohibits discrimination or harassment with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment, public accommodations, real estate transactions, any credit transaction, and Children’s Board contracting and procurement on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity or expression, pregnancy or veteran status.

1.10 **Public Comment During Board Meetings**

A. **Right of Public to Comment.** The Board shall comply with law regarding receiving public comment. Individuals desiring to speak shall use a designated form indicating his or her name, the matter before the Board on which the person desires to speak, the person’s support, opposition, or neutrality on the matter, and whether the person designates a representative to speak for him or her or her group.

B. **Time Allotted.** Subject to the time designated for public comment, each individual who completes the designated form will be allowed to speak for up to three minutes.

C. **Implementation.** The Board may modify the times in this policy, the procedures by which representatives are designated, and the meeting at which public comment on a matter is received, provided such modifications are consistent...
with law. This policy shall be construed to maintain orderly conduct and proper decorum in meetings.

SECTION 2  POLICIES PERTAINING TO GENERAL AGENCY OPERATIONS

2.1  Duties of the Executive Director

The duties and powers of the Executive Director shall include the development and recommendation of a strategic plan for meeting the needs of children and youth in Hillsborough County; the development and recommendation of an annual budget by category; implementation of the approved budget; the development and recommendation of Board policies; establishment of agency operating procedures; the hiring and termination of employees; the development and recommendation of a salary classification plan and fringe benefit program; maintenance of all official records; and the performance of such other duties as are normally performed by an Executive Director.

The agency's operating procedures shall require that any member of the public, not part of a scheduled program, who is on the second floor of the Children's Board building after normal business hours shall be accompanied at all times by an employee of the Children's Board. The requirement to be accompanied shall not apply to Children's Board contractors whose contract authorizes such access.

2.2  Staff Affiliation with other Agencies

No member of the Children's Board staff will serve as a Board member of any agency funded by the Children's Board. Staff may serve as non-voting consultants to such agencies for the purpose of providing technical assistance with the approval of the Executive Director of the Children's Board. Staff already serving on governing bodies of agencies which make application for funding to Children's Board will take a leave of absence until a decision is made regarding the application. If funding is approved, the staff member concerned must resign membership on the governing authority. No staff member will accept any compensation from an agency funded by the Children's Board.

2.3  Coordination with Other Children’s Services Planning and Funding Agencies

Staff will make reasonable efforts to coordinate planning, funding, and evaluation activities with other appropriate planning and funding agencies so as to eliminate unnecessary duplication of services and improve the overall quality of these activities.

2.4  Technical Assistance

Staff will serve as consultants and provide technical assistance to human service agencies and community groups interested in improving, expanding, or providing new Children’s Services in accordance with approved priorities.

2.5  Endorsements

Requests for endorsement of various activities, or projects, or legislation from organizations and groups will be submitted to the Board for its consideration. In the event the deadline established by the organization requesting the endorsement occurs after the Board meeting materials have been finalized for Board agenda preparation occurs before
the endorsement must be given, the Executive Director may provide a staff endorsement, if appropriate.

Any request for endorsement concerning a proposed State or Federal tax increase or decrease should be submitted to each Board Member in writing at least 30 days prior to the Board meeting at which the request will be considered for action. Only tax increase or decrease proposals/legislation that would potentially have a direct impact on the Children’s Board of Hillsborough County shall be considered for endorsement.

2.6 Universal Access to Children’s Board Funded Services and Resources

Services and resources funded by the Children’s Board are available to all families and children who are eligible for services and resources as determined by the funded agency’s eligibility and admission criteria.

2.7 Budget Modifications

A. Provider Program Funding. The Board will approve the allocation of Children’s Board funds to each eligible agency upon recommendation of the Executive Director. At the request of a funded agency, the Executive Director may adjust the line items of program budgets of funded agencies, including transfer of funds between programs operated by the same agency, and provided such transfer does not increase the aggregate allocation to the agency approved by the Board.

B. Children’s Board Budget. The Executive Director may adjust the categories of the Children’s Board administrative budget (Personnel, Fringe Benefits, Operating Expenses, and Capital Outlay), provided such action does not increase the aggregate administrative budget previously approved by the Board and, pursuant to Section 189.418(6), Florida Statutes, such amendments will be presented for approval to the Children’s Board. The budget amendment must be adopted by Resolution.

2.8 Withholding of Reimbursement

The Executive Director is authorized to withhold reimbursement to funded agencies, vendors, or contractors for failure to comply with any general or special condition as stated in the contract, and for any other reason believed appropriate, after consultation with and concurrence of the senior available Board officer (Chair, Vice Chair, Treasurer, or Secretary in that order). Any such withholding of reimbursement will be reported at the next Board meeting. Reimbursement may resume after the agency, vendor, or contractor has met such conditions as the Executive Director and the senior available Board officer have approved. Notice of this action will be reported at the next meeting.

2.9 Direct Administration of Programs

The Children’s Board will generally limit any directly-administered program efforts to demonstration projects which, if successful and continued beyond the demonstration period, will be transferred to a service provider. Staff will consider contracting with a service provider before recommending that the Children’s Board directly undertake the project.
2.10 General Conditions

The General Terms and Conditions contained in standard agency contracts are also Board approved policies. The extent and scope of the Program Monitoring described in the General Terms and Conditions has been determined as a planning rather than an operational level decision.

2.11 Fiscal Year

The Children’s Board fiscal year will be October 1st through September 30th.

2.12 Funded Agency Budgets

The Children's Board requires a total program budget showing all revenues and expenditures for the program from each funded agency. Any additional Children's Board funds authorized for specific line items as a result of a budget or contract amendment may not be expended unless all other sources of revenues as indicated in the original program budget are exhausted.

The Children’s Board funds allocated to a funded agency that are not expended by the end of the contract term will revert to the Children’s Board, unless otherwise negotiated between the Children’s Board and the funded agency.

2.13 Audit Requirements

A. The Agreement between the Children’s Board and Funded Agencies. The Agreement between the Children’s Board and funded agencies states that for any funded agency's fiscal year ending during the term of the Agreement and for any fiscal year during which revenues or expenditures are recognized by the provider for the program covered by the Agreement, the provider will submit to the Children’s Board (within 180 days after the close of the provider's fiscal year) year-end audited financial statements and any related management letters, any related communications or reports on internal control, and any related reports on compliance with laws and regulations.

B. A Review of the Provider Agency’s Financial Statements. A review of the provider agency’s financial statements is acceptable for provider agencies with a current fiscal year budget of less than $300,000.

C. Newly Funded Agencies without Audits or Reviews. For provider agencies who have not previously received Children’s Board funding and who do not have audited or reviewed financial statements, the Children’s Board staff may conduct a review of such provider agency’s fiscal capacity during the first quarter of the contract period. The Children’s Board staff will require that the provider agency put in place a written audit preparation process that includes at least the following items:

1. Preparation of monthly financial statements
2. General ledger (reconciled)
3. Source documents (checks, reconciled bank statements)

The written audit preparation process shall be subject to review and written approval by the Children’s Board staff.

D. An Audit or Review. An audit or review (depending on the total agency budget amount for such newly funded agencies) must be completed by the end of the contract period.

E. Failure to Submit Audits or Reviews. The approval of the Executive Committee of the Children’s Board shall be required to continue payments under the Agreement to any provider who has not furnished the Children’s Board with an acceptable audit or review report within 180 days after the close of the provider’s fiscal year or before the end of the contract period in the case of newly funded agencies who lack prior audits or reviews as described in “Newly Funded Agencies Without Audits or Reviews” above.

2.14 Implementation by the Executive Director of Expenditures Approved by the Board

A. General Expenditure Authorization. The Board hereby authorizes the expenditure of Children's Board funds in single amounts not to exceed $75,000, if the Executive Director determines that the request for each such expenditure meets the following conditions:

1. The funds are in the budget.

2. If the request is for programmatic services:

   a. The request has been evaluated and found by Children’s Board staff to meet the established funding requirements applicable to similar projects.

   b. The scope of service is consistent with the current Board-approved Business and Funding Plans.

   c. The provider is chosen according to the CBHC standard selection process.

   d. The standard contract is used.

B. Additional Expenditure Authorizations. When a staff member listed below is authorized by the Executive Director and the staff member makes the determinations in 1a and 1b above, the Board hereby authorizes the expenditure of Children’s Board funds in single amounts listed below:

1. By the Operations Director for expenditures not to exceed $20,000

2. In the absence of both the Executive Director and the Operations Director, by a member of the Senior Staff for expenditures not to exceed $10,000

3. By the requester’s immediate supervisor and the person in charge of the department budget for expenditures not to exceed $3,000

4. Approval of expenditures that do not meet all of the above conditions must be made by the full Board, except in cases of emergencies as determined by
the Executive Director, or in the absence of the Executive Director, by the Operations Director or other designated staff member.

C. Procurement of Services or Products to Support CBHC Operations

1. All procurement will be done competitively and fairly as required by the adopted procurement procedures.

2. At each monthly CBHC Board meeting, a complete list of all contracts signed by the Executive Director for the preceding month shall be included in the Board meeting materials.

SECTION 3 POLICIES PERTAINING TO FUNDING OF COMMUNITY ORGANIZATIONS

3.1 Mission

The mission of the Children’s Board is “We promote the well-being of children and families across Hillsborough County by uniting community partners, investing in innovative opportunities, and leading the county in best practices so that the whole community can realize its full potential.” The Board recognizes its responsibility to address the needs of children and their families comprehensively while maintaining a special focus on prevention, early intervention, and neighborhood-oriented approaches. The Board achieves its mission through a variety of staff-directed functions including planning, community development, resource development, coordination, research, advocacy, training, technical assistance, evaluation, communications, and funding. The Board undertakes this mission in an integrated, cooperative manner involving coalitions of community organizations, groups, and individuals.

The Children’s Board has adopted its mission statement because of its belief that provision of comprehensive prevention and early intervention services and resources is the best strategy for assuring that all children have the opportunities necessary to achieve their full potential. Further, research has clearly established that the provision of prevention and early intervention services has a greater potential for “return on investment.” Universal primary prevention and early intervention strategies are the most cost effective and affordable investments CBHC can make with our limited financial resources.

3.2 Funding Eligibility

Applicants eligible for Children’s Board funding include corporations, not-for-profit corporations, and governmental organizations.

By statute Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the Board will not provide funding to programs or agencies that are under the exclusive jurisdiction of the School District of Hillsborough County. However, the Board may fund services through other organizations which are coordinated with and complement the services provided by the School District of Hillsborough County, and such services may be provided on sites owned or administered by the School District of Hillsborough County.

Funding may be provided for programs through faith-based or religious organizations if the program serves a secular purpose, if the principal or primary effect of the program is one that neither advances nor inhibits religion, and if the program does not foster an
excessive government entanglement with religion. Additionally, the program must not require worship or religious instruction activities as a condition of participation. While each program should be evaluated for compliance with current law, funds provided directly to a broad class of individuals and where such funds reach religious institutions only by way of the deliberate choices of numerous individuals, such programs will not be automatically prohibited.

All agencies funded by the Children’s Board will be required to meet the same high level of professional standards and quality assurance.

3.3 Special Funding Parameters

CBHC funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to pay, except in the following instances:

A. The Board will consider funding of health services (limited to prenatal care, substance abuse prevention and early intervention, and other services of a preventive nature) provided that a determination has been made by the Executive Director that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.

B. The Board will not fund academic and recreational activities unless a determination has been made that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.

C. The Board will not provide programmatic funding for real property acquisition or building construction. However, capital equipment acquisitions and renovations may be considered in connection with an application for programmatic funding if:

1. Other funding sources are not available; and
2. The agency requesting the funding would be unable to carry out its contracted obligations to the Board.

D. Agencies applying to or funded by the Children’s Board may not reduce or redirect funding from another source either in anticipation of, or as a consequence of, receiving funding from the Children’s Board without the prior approval of the Board. However, the Children’s Board encourages funded programs to develop other sources of funding from both public and private revenues, including corporate support and individual contributions.
In recognition of overall reduced resources and increased requests to federal, state and local sources of funding, the Children’s Board encourages funders to maintain and continue their support of needed services to children and families.

### 3.4 Program Funding Categories

There are three Program Funding Categories -- Program Funds, Leveraged Investment Funds, and Technical Assistance Funds.

A. **Program Funds.** The Children’s Board will place high priority in funding programs which provide county-wide promotion and prevention and neighborhood-based services. Priority will be given to programmatic funding requests that focus on pregnant women and children from birth to age eight and their families that address the results and indicators established by the Board in the 2020 Strategic Investment Plan.

B. **Match Funds and Leveraged Investments.** Match Funds are used to leverage investments to better support services to children of all ages and their families. This category of funding has been established to support agencies that have multiple clients and sources of revenue and to encourage agencies in Hillsborough County to apply for funds from other sources including local, state, and federal government and private funds.

C. **Technical Assistance Funds.** The purpose of the Technical Assistance Fund is to build the capacity and expertise of community organizations that serve children. Funds can be used for activities such as board development, accreditation, staff development/training, sustainability planning, technology upgrades, and equipment.

### 3.5 Emerging Community Needs Funding Request

A. **Purpose.** The purpose of the Emerging Community Needs funding policy is to guide the review and response of the Children’s Board to emerging community needs and/or funding requests that are communicated to members of the Children’s Board and/or the Children’s Board staff, including the ED, throughout the fiscal year.

B. **Criteria.** Not-for-profit corporations or governmental organizations may apply or be identified to receive funding to address emerging needs according to the following criteria:

1. The unanticipated need can be expected to seriously affect children aged 0-8 and their families in Hillsborough County.

2. The emerging need could not be reasonably anticipated prior to the adoption of the annual CBHC budget.

3. The emerging need addresses Children’s Board strategic goal: “children are succeeding by age eight” and is strategically aligned with the CBHC desired results of: 1) Children are healthy and developmentally on track; 2) Children are successful in school; or 3) Children have strong families.
C. Procedure
1. A need is identified by and/or communicated to the Children’s Board.
2. The request initiator is directed to the Children’s Board ED for discussion.
3. If appropriate, the ED directs staff to initiate and follow the funding review procedure and negotiates a timeframe for completion of a recommendation.
4. A recommendation is transmitted from staff to the ED for review and approval.
5. The ED presents the findings to the Board and makes a recommendation for funding at the next regularly scheduled Board Meeting.

3.6 Emergency Funding Requests
A. Purpose. The purpose of the Emergency Funding policy is to guide the response of the Children’s Board to agencies who request funding to meet unforeseen and/or catastrophic circumstances that negatively affect services for children and families in Hillsborough County.

B. Procedure. If an individual representing an agency comes before the Board to request emergency funding, the Board will direct that the agency representative meet with the ED and that the ED report back to the Board at the next scheduled meeting. The ED will work with the agency taking into account the following:
1. The agency/program is experiencing a financial emergency because of unforeseen and/or catastrophic circumstances.
2. This financial emergency can be expected to seriously impair the effectiveness of the agency’s programs if not addressed.
3. The financial emergency could not be reasonably anticipated prior to the adoption of the annual CBHC budget.
4. The agency has documented reasonable efforts to obtain assistance from other sources.
5. The agency has documented why funds are not available within the agency’s current available resources, budget or endowment.
6. For agencies NOT currently funded by CBHC, the program must address Children’s Board strategic goal: “children are succeeding by age eight.”

After evaluation, the ED will recommend to the Board the appropriate course of action.

3.7 Appeals
A. Funding Recommendation Appeals. If a proposal is not recommended by staff for funding after the appropriate funding review process, agencies wishing to appeal must advise the Executive Director in writing within seven (7) days after notification of the recommendation is received. The appeal must include relevant documentation and evidence that supports the claim, and must be
based upon the agency’s belief that the Children’s Board did not appropriately adhere to policies and procedures.

1. Within 30 days a meeting will be held with the agency representative and the Program Director of the Children’s Board.
2. If unresolved, an appeal meeting will then be scheduled with the agency representative and the Executive Director of the Children’s Board.
3. The decision of the Executive Director is final.
4. The Executive Director will notify the Board members in writing within 10 days of all appeal decisions.

### 3.8 Board Funding Recommendations

Staff will prepare written recommendations to the Board regarding proposed funding. Board members requiring additional information regarding a proposed funding request will contact the Executive Director for such information prior to the Board meeting, at which the recommendation will be acted upon. At the Board meeting where funding recommendations are scheduled for action, any agency or person affected by a recommendation will be given an opportunity to speak, subject to reasonable time restrictions to avoid duplicate comments and reasonable accommodations to obtain the comments of all wishing to address the Board.

### 3.9 Annual Business and Funding Plan

Staff will develop an Annual Business and Funding Plan, which will identify specific Children’s Board funding priorities. The plan will also identify a specific process for funding review and criteria for rating and prioritizing applications received.

### 3.10 Prohibitions on Use of Former Employees and Board Members

The following prohibitions apply to the use or involvement of former CBHC employees and Board members:

For a period of two years from the date the person ceased his/her employment or Board member duties with CBHC, CBHC will not award a consulting or services contract to any former Board member, or any former employee.

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ATTEST:
SECRETARY-TREASURER
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

By: ____________________________

Susan P. Schneider
Secretary/Treasurer

CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

By: ____________________________

Doretha W. Edgecomb
Chair

Date Signed
Date Approved:

Date Signed
Date Approved:
Initiator: Trish Charo, Director of Administration

Action: Approval to Accept Hillsborough County Civil Service Board Service Election for FY2016

Date: Regular Board Meeting, Thursday, November 20, 2014

Recommended Action

The Executive/Finance Committee recommends the Board authorize the Executive Director to accept the Hillsborough County Civil Service Board Proposal for Continuing Human Resource Services for Fiscal Year 2016.

Background

- On May 12, 2014, Governor Scott signed into law an amendment to the Civil Service Board's enabling legislation (Chapter 2000-445, Laws of Florida). The amendment (Chapter 2014-230, Laws of Florida) allows covered agencies to opt out of specific sections or subsections of the Act and the corresponding Civil Service Rules with the exception of Sections 11 and 12 which address Appeals of Discipline. These sections remain in mandatory effect for all covered agencies and employees.

- On May 27, 2014, the Hillsborough County Civil Service Board provided the Children's Board with a Proposal for Continuing Human Resource Services (Attachment A) that continues their traditional full service menu of services based on the .65 percent for the payroll “retainer” pricing model that has been in the Act for many years. The cost of the Civil Service Board Services for Fiscal Year 2015 is $8,681. The projected cost for Fiscal Year 2016 is $9,000.

- On June, 26, 2014, the CBHC Board voted to continue with Civil Service for FY 2015 and re-evaluate and re-visit CBHC's position with the Hillsborough County Civil Service Board at a board meeting prior to the Civil Service December 2014 election of services period that covers FY2016.

- Agency FY2015 Elections (Attachment B) summarizes each agency's election and the Agency FY2015 Election Details (Attachment C) lists the ten opting-out agencies and their selected opt-out services and the services those agencies have elected to continue receiving from the Civil Service Board. Twelve of the twenty-two covered agencies including the Children's Board elected to continue with all services. The average size of the agencies electing this option is 57 classified employees.
• The Civil Service Board has developed a proposal for Rule changes that would increase the agency's discretion to manage Human Resource functions (Attachment D).

• Many agencies are utilizing the services of the Civil Service Board in some capacity as they are concurrently creating internal procedures, developing processes and investing in systems and training of employees to handle the workflow.

• Several factors from the initial election have remained the same including that there are no urgent reasons for change being identified by the Children's Board, prohibitive cost of creating systems to support the effect of opting out of any or all sections, the ongoing dialogue with the Civil Service Board to create greater flexibility in human resources administration for agencies covered by the Civil Service Act, Rules, and/or Civil Service operating procedures and a standing invitation from our county partner agencies to develop a common foundation improvements that will be developed over time.

Attachment(s)

A. Hillsborough County Civil Service Board Proposal for Continuing Human Resource Services
B. Agency FY2015 Election Summary
C. Agency FY2015 Election Detail for Agencies who chose Quadrants II or III
D. Civil Service Board proposed Civil Service Rule changes to Human Resource Management
EXECUTIVE SUMMARY

The Children’s Board of Hillsborough County (CBHC) is a government agency created by local referendum to manage and fund services to the children of Hillsborough County. To achieve its objectives, the CBHC currently employs 34 full time staff. Last year the CBHC hired or promoted approximately 6 full time employees. CBHC employees are currently associated with 24 distinct job titles (Attachment 1). Approximately 25 or 74 percent of the current CBHC employees are covered by the Hillsborough County Civil Service Act.

The Hillsborough County Civil Service Board is a government agency with a legislative mandate to provide specific human resource services to Hillsborough County government employers and employees at the lowest possible cost. The Civil Service Board has over fifty years of experience providing human resource services to a wide variety of public sector organizations. All of the Board’s clients are committed to improving customer experience, attracting and retaining quality employees, and being excellent stewards of the public trust.

Until recently, the CBHC and other covered agencies were required to use the services of the Civil Service Board and to operate within the system-wide Civil Service Rules. The 2014 amendment to the Civil Service Act creates an unprecedented opportunity for change. Challenges that were previously difficult to overcome, due to language in the Act, can now be addressed by opting out of specific sections and/or sub-sections of the Act and the corresponding Rules. Fortunately, agencies have the opportunity to continue to receive the same scope and quality of services from the Civil Service Board that they are used to, whether or not they opt out of sections of the Act. Opting out of a section of the Act cold, for example, simply change the character of some services from regulatory to consultative.

The purpose of this document is to propose to the CBHC a forward-looking approach to human resource management that leverages the opportunity created by the amendment to the Civil Service Act, while allowing the CBHC the flexibility to continue to obtain the maximum benefit from the professional and low cost services provided by the Hillsborough County Civil Service Board.
The CBHC and the Hillsborough County Civil Service Board have enjoyed a successful business relationship for many years. The Hillsborough County Civil Service Board is pleased to submit this proposal to continue to support the needs of the CBHC in achieving its goals of attracting and retaining quality employees and improving customer satisfaction and efficiency by providing customized professional human resource services at a very competitive rate.

**OUR SERVICES**

The Hillsborough County Civil Service Board offers the following menu of services. With the options available under the 2014 amendment to the Civil Service Act, each service can now be provided on a consultative basis or continue to be provided on a traditional regulatory basis. In addition, the depth and breadth of each service can be customized to each client’s needs.

- Job Candidate Search Planning & Execution
- Job Candidate Pre-Screening
- Florida Veteran’s Preference in Employment Application
- Job Candidate Assessment Tool Design, Development & Deployment
- Job Definition
- Job Evaluation
- Job Market Pricing
- Compensation Studies
- Restructuring Consultation
- Personnel Transaction Creation & Auditing
- Personnel Record Maintenance, Access Control & Disposition
- Job Performance Evaluation Tool Design, Development & Deployment
- Human Resource Rule & Policy Making
- Human Resource Rule & Policy Enforcement Auditing
- Human Resource Reporting
- Grievance Process Administration
- Discipline Appeal Administration
- Affirmative Action Planning & Reporting
THE OPPORTUNITY

The Civil Service staff met with all client agencies multiple times over the past six months in an effort to understand how to better support their business needs. In the meetings with Kelley Paris, CEO of CBHC, no specific, urgent reasons for change were identified.

The Civil Service Office has determined that, for at least the upcoming 2014-2015 fiscal year, we will be able to continue to provide our traditional full menu of services based on the traditional .65 percent of payroll “retainer” pricing model that has been in the Act for many years. Further details on the pricing of our services can be found in the “Fees” section of this proposal.

THE SOLUTION

The 2014 amendment to the Civil Service Act creates an unprecedented opportunity for change. Challenges that were previously difficult to overcome, due to language in the Act, can now be addressed by opting out of specific sections and/or sub-sections of the Act and the corresponding Rules.

The first window of opportunity to opt out of sections of the Act is July 1, 2014 through July 31, 2014. Elections made within that window will be effective October 1, 2014.

The second window of opportunity to opt out of sections of the Act is December 1, 2014 through December 31, 2014. Elections made within that window will be effective October 1, 2015.

When considering whether to opt out of the structure provided by the Act and Rules, agencies are strongly encouraged to consider the need for effective alternatives, such as agency-specific definitions, policies, and/or processes. Further, to be effective the alternatives should be developed and in place prior to October 1.

It is recommended that, not later than July 31, 2014, the CBHC send formal correspondence to the Director of the Hillsborough County Civil Service Board to document the CBHC’s chosen course of action with regard to the initial opportunity for change that is created by the 2014 amendment to the Civil Service Act.
FEES

With the 2014 amendment to the Civil Service Act, the Civil Service Board will offer two service fee models, effective October 1, 2014.

The first fee model is the “retainer” model defined in the Civil Service Act. Under this model, the CBHC pays, in advance, an annual fee equal to .65 percent of the prior year annual payroll for all of the CBHC’s covered employees. That fee provides the CBHC access to the full spectrum of services offered by the Civil Service Board.

The following chart shows the historical and projected CBHC costs under the retainer model.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Children’s Board Annual “Retainer” Fee for Civil Service Board Services</th>
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<tr>
<td>2016</td>
<td>$9,000 (projected)</td>
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<tr>
<td>2015</td>
<td>$8,681</td>
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<tr>
<td>2014</td>
<td>$15,862</td>
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<td>2013</td>
<td>$17,114</td>
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<td>2012</td>
<td>$17,029</td>
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<tr>
<td>2011</td>
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The second fee model is an optional model created by the 2014 amendment to the Civil Service Act. This is the “a la carte” fee model. Under this model, the CBHC would pay, in advance, an annual fee based on the Board’s estimated cost to provide a discipline appeal process plus the cost for the Board to provide other services specifically requested by the CBHC.

The Civil Service Office is prepared to explore the a la carte model with CBHC, but we recommend the “retainer” model for the CBHC. Fees under the a la carte model are likely to be significantly higher for the same scope and quantity of services.
QUALIFICATIONS

The Hillsborough County Civil Service Board has over fifty years of experience providing professional human resource services to a wide variety of public sector organizations. As is true of the Civil Service Board, all of the Board’s clients are committed to improving customer experience, attracting and retaining quality employees, and being excellent stewards of the public trust.

The Civil Service Board believes that gaining a complete understanding of our clients’ objectives and priorities is an essential first step to every project. We also take a multi-disciplinary approach to every project – our entire team is always behind every project. Lastly, we pride ourselves on keeping our commitments and performing at a level that exceeds our client’s expectations.

The Civil Service Board staff is led by seasoned professionals with extensive practical experience in a variety of human resource disciplines.

Mr. Dane Petersen, Executive Director: Mr. Petersen has over twenty-five years of experience in public sector human resource management spanning the areas of recruiting, test development, selection, performance management, job analysis, job evaluation, and policy and rule making. Mr. Petersen also has extensive experience in process improvement, to include the strategic application of automation. Mr. Petersen has a Bachelor’s Degree in Behavioral and Social Sciences from the University of Maryland and four years of study towards a PhD in Industrial/Organizational Psychology at the University of South Florida.

Mr. Kurt Wilkening, Director of Talent Acquisition & Job Definition: Mr. Wilkening has over twenty years of experience in public sector human resource management which include the areas of talent acquisition, job analysis, job evaluation, test development, selection and performance management. Mr. Wilkening holds a Master’s Degree in Industrial/Organizational Psychology from Valdosta State University.

Ms. Alma Gonzalez, Director of Employee Relations & Policy: Ms. Gonzalez is an attorney with over 25 years of experience in the areas of public policy, legislative relations, administrative law, and employment law. Her background includes policy analysis and development, as well as labor contract negotiations, and direct representation of grievances and appeals in the public and private sector. Ms. Gonzalez earned a Bachelor’s degree in Social Policy as well as an MSSW in Planning and Administration from the University of Wisconsin. She attended law school at the University of Wisconsin and Georgetown Law Center and is a cum laude graduate of the Florida State University College of Law.

The Civil Service Board also has in place state of the art resources for use in supporting its clients in the areas of recruiting, testing, job pricing, and general human resources tracking and reporting.
CONCLUSION

The 2014 amendment to the Civil Service Act creates an unprecedented opportunity for change. Challenges that were previously difficult to overcome, due to language in the Act, can now be addressed by opting out of specific sections and/or sub-sections of the Act and the corresponding Rules.

The CBHC and the Hillsborough County Civil Service Board have enjoyed a successful business relationship for many years. The Hillsborough County Civil Service Board is pleased to submit this proposal for services. We look forward to continuing to support the needs of the CBHC in achieving its goals of attracting and retaining quality employees, customer satisfaction, and efficiency by providing customized professional human resource services at a very competitive rate.

To follow up on this proposal, please contact Mr. Dane Petersen, Executive Director, Hillsborough County Civil Service Board via the following contact information:

   Mr. Dane Petersen
   813-481-0883 (cell)
   813-272-5629 (office)
   petersend@hillsboroughcounty.or

Thank you for your consideration.

Dane Petersen, Executive Director
Hillsborough County Civil Service Board
Decisions Made During the July 2014 Civil Service Act Election Window Created by Chapter 14-230 (L.O.F.)

Quadrant 1 (Stay the Course) Agencies
Twelve (12) Covered Agencies that Affirmatively or Passively Elected to Opt-Out of No Portions of the Act (691 total classified employees / 8%):
- Arts Council (5)
- Aviation Authority (482)
- Board of County Commissioners (0)
- Civil Service Board (17)
- Children’s Board (25)
- Internal Auditor (0)
- Law Library (3)
- Planning Commission/Metropolitan Planning Organization (34)
- Port Tampa Bay (106)
- Public Transportation Commission (9)
- Soil & Water Conservation District (3)
- Tampa-Hillsborough Expressway Authority (7)

Quadrant 2 (Customized Services) Agencies
Seven (7) Covered Agencies that Affirmatively Elected to Opt-Out of Significant Portions of the Act AND that Appear to be Planning to Continue their Reliance on CSB Services, Including Discipline Appeals (5,148 total classified employees / 56%):
- Clerk of Circuit Court (665)
- County Administrator (4,115)
- County Attorney (25)
- Environmental Protection Commission (118)
- Property Appraiser (100)
- Supervisor of Elections (20)
- Tampa Sports Authority (105)

Quadrant 3 (Do it Yourself) Agencies
Three (3) covered Agencies that Affirmatively Elected to Opt-Out of Significant Portions of the Act AND that Appear to be Planning to Discontinue their Reliance on CSB for Most, If Not All, Services, Except Discipline Appeals (3,360 total classified employees / 37%):
- Sheriff’s Office (3,033)
- Tax Collector (302)
- Victim Assistance Program (25)
### July 2014 Agency Opt-Out Election Details by Civil Service Act Section

**Notes:** Covered agencies not listed did not opt-out of any sections of the Act. Shading indicates a choice to opt out of the corresponding section of the Act.

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<th>Civil Service Act Sections</th>
<th>Clerk</th>
<th>County Admin</th>
<th>County Attorney</th>
<th>EPC</th>
<th>Property Appraiser</th>
<th>Sheriff</th>
<th>Supervisor of Elections</th>
<th>Tampa Sports Authority</th>
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<td>7. Creation of Board; Powers &amp; Duties</td>
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<td>11. Suspension; Demotion; Dismissal</td>
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</tbody>
</table>

**Sections 11 & 12 Remain in Force for All Agencies**

**Designated Point of Contact:** Rachel Diny, Bonnie Wise, Jennie Tarr, Rick Tschantz, Arica Lanier, Michele Hamilton, Andrew Alexndre, Sue Maciejewski, Kathy Meloy, Frank Guida

**Future Services from CSB:** Not Addressed, Not Addressed, Not Addressed, None, Not Addressed, Not Addressed, Not Addressed, Not Addressed, Not Addressed, Not Addressed
Hillsborough County Civil Service Board
Ideas for Increased HR Management Flexibility

The ideas listed below have the potential to create greater flexibility in human resources administration for agencies covered by the Civil Service Act, Rules, and/or Civil Service operating procedures.

At the same time, greater flexibility for an agency shift responsibility for the action from the Civil Service Board to the agency.

Please review the list and reply to Alma Gonzalez of the Civil Service Board staff indicating which proposal(s), if any, have the support of your organization.

1. Temporary employment. (CS Rule 2.39/7.3.j, Act Section 5(30)/6(2)/9(3))

2. Leaves of absence (CS Rule 10, Act Section 14). Potential applications include
   a. Leave types and whether each is paid or not paid
   b. Leave accrual rates
   c. Leave accrual payout
   d. Adjustment to “benefits” +/or performance review dates upon return from an extended leave
   e. Leave accrual balance transfer between agencies

3. Employee compensation (CS Rule 8 only). Potential applications include creating greater discretion in setting or changing pay in these circumstances:
   a. Initial hire
   b. Promotion
   c. Move between two jobs at the same pay grade
   d. Demotion
   e. Retention incentives
   f. Referral incentives
   g. Enhance internal equity
   h. Recognize acquisition of new job-related certifications/skills, etc.

4. Initial assignment of a position to a job classification and subsequent “re-classification” of a position to a different job classification (CSO SOP, CS Rule 5, and Act Section 7(2)(l)). Potential applications include:
   a. Create agency-specific job titles
   b. Create agency-specific approaches to job classification and job-evaluation. In the extreme, this would eliminate grievances over “working out of class.” However, in the extreme, it could also have negative consequences such as unintended protected class pay inequities.
5. Vacancy advertising and the employment application process. Potential applications include (CSO SOP, CS Rule 6, Act Section 7.2.m):
   a. Time frames other than the traditional two weeks.
   b. Determination of which vacancies to advertise first to current agency employees.
   c. Determination of whether to offer non-agency employees the opportunity to be considered for agency vacancies at the same time as agency employees, prior to the general public, or at the same time as the general public.
   d. Usable lifespan of eligible lists.
   e. Appearance (agency-specific) of vacancy announcements

6. Employee identification numbers. Allow client agencies to use their internal employee identification numbers when communicating employee changes to the Civil Service staff (CSO SOP only).
PLACEHOLDER FOR ACTION ITEM 4 - Approval of Children are Safe Grant(s)
EXECUTIVE DIRECTOR REPORTS

* * * * * *


B. Strategic Plan FY2014 Final Report

C. *Community Advisory Committee* Update; Proposed Meeting Dates

D. Friends of the Children’s Board Update (verbal)
### Community and Partner Meetings

#### October

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Undocumented Youth</td>
<td>10.24.14</td>
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<tr>
<td>Hill &amp; Knowlton Discovery Sessions</td>
<td>10.24.14</td>
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<tr>
<td>Champions for Children – Layla’s House</td>
<td>10.25.14</td>
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<tr>
<td>Kids Community Fall Festival</td>
<td>10.25.14</td>
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<tr>
<td>CAC Chairs Meeting</td>
<td>10.27.14</td>
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<tr>
<td>Dr. Ginger Clark</td>
<td>10.27.14</td>
</tr>
<tr>
<td>Mosaic</td>
<td>10.28.14</td>
</tr>
<tr>
<td>Tampa Bay Buccaneers</td>
<td>10.29.14</td>
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<tr>
<td>Charles Davis</td>
<td>10.29.14</td>
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<tr>
<td>Treasuring Our Gems</td>
<td>10.29.14</td>
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<tr>
<td>Tom Looby</td>
<td>10.29.14</td>
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<td>Safe and Sound Committee</td>
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<tr>
<td>Network of Inclusionary Care (NIC)</td>
<td>10.30.14</td>
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<tr>
<td>Safe and Sound Hillsborough</td>
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#### November

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<td>Robert Blount</td>
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<tr>
<td>Julie Cole</td>
<td>11.4.14</td>
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<td>Girl Scouts of West Central Florida</td>
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<td>Thom Stork</td>
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<td>Eckerd</td>
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<td>Safe and Sound Committee</td>
<td>11.5.14</td>
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<td>WTMP Radio</td>
<td>11.6.14</td>
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<td>Sam Bell</td>
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<td>Mosaic</td>
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<tr>
<td>Van Best</td>
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<td>Suzanne McCormick</td>
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<td>Hillsborough County Fire Rescue Awards</td>
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<td>Brittany Burkin</td>
<td>11.9.14</td>
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<tr>
<td>2014 Early Literacy Summit</td>
<td>11.10.14</td>
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<td>Safe and Sound Committee</td>
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<tr>
<td>Wendy Cervantes</td>
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<td>USF</td>
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<td>Abe Brown Ministries</td>
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<td>ELHC 2nd Strategic Planning Session</td>
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<td>Tampa Bay Rays</td>
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<td>Dr. Ginger Clark</td>
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<td>Committee</td>
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<td>Community Alliance</td>
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<td>Jack Levine</td>
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<td>David Kennedy</td>
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<td>Urban Excellence Awards</td>
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<tr>
<td>Community Advisory Committee</td>
<td>11.20.14</td>
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PLACEHOLDER

REPORTS/PRESENTATIONS

* * * * * *

1B. Strategic Plan FY2014 Final Report
December 11, 2014  
CBHC Family Resource Center ~ Central Tampa  
1002 East Palm Avenue  
Tampa, Florida 33605  
(813) 204-1741

February 12, 2015  
CBHC Family Resource Center ~ Town N’ Country  
7520 West Waters Avenue, #8  
Tampa, Florida 33615  
(813) 356-1703

April 9, 2015  
CBHC Family Resource Center ~ East County  
639 East Alexander Street  
Plant City, Florida 33563  
(813) 752-8700

June 11, 2015  
CBHC Family Resource Center ~ North Tampa  
1401-A East Fowler Avenue  
Tampa, Florida 33612  
(813) 558-1877

August 13, 2015  
CBHC Family Resource Center ~ South County  
3030 East College Avenue  
Ruskin, Florida 33570  
(813) 641-5600

October 8, 2015  
CBHC Family Resource Center ~ Brandon  
1271 Kingsway Road  
Brandon, Florida 33510  
(813) 740-4634

http://www.familysupporthc.org/
PLACEHOLDER

REPORTS/PRESENTATIONS

* * * * * * *

1D.
Friends of the Children’s Board Update
PLACEHOLDER

2. PROGRAM REPORTS

* * * * * *

• Contracts Update (verbal)

• GEMS Update (verbal)

• Outreach Technical Assistance Grant Award (verbal)
<table>
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<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>
<th>Renewal Status</th>
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<td>Access by School Social Work</td>
<td>MOU</td>
<td>MOU for allocation of ASO reserve funds</td>
<td>10/1/14-9/30/15</td>
<td>$100,000.00</td>
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<td>10/13/2014</td>
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<td>Alpha House of Tampa</td>
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<td>MOU for allocation of ASO BOCC funds</td>
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<td>Success 4 Kids &amp; Families</td>
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<td>MOU for ASO management of Healthy Start carryover funds</td>
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<td>University Medical Service Assoc.</td>
<td>ASO Provider</td>
<td>Evaluation/Assessment</td>
<td>10/22/14-ongoing</td>
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## FY 2015 Contract Signature Log
### Program Contracts
As of 11/12/2014

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<th>Entity/Agency</th>
<th>Contract Type</th>
<th>Brief Description</th>
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<th>Date Signed</th>
<th>Renewal Status</th>
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<tbody>
<tr>
<td>Abe Brown Ministries, Inc.</td>
<td>FY15 Program Contract</td>
<td>Video Visitation/Family Reunification Program</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$61,710</td>
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<td>Alpha House of Tampa, Inc.</td>
<td>FY15 Program Contract</td>
<td>Homeless Pregnant/Parenting Women and Teens</td>
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<td>Bay Area Legal Services, Inc.</td>
<td>FY15 Letter of Agreement</td>
<td>Lawyers Helping Kids</td>
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<td>Big Brothers Big Sister of Tampa Bay, Inc.</td>
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<td>Children's Board Neighborhood and Youth Mentoring Program</td>
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<td>LifeCare Network</td>
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<td>Camelot Community Care , Inc.</td>
<td>FY15 Letter of Agreement</td>
<td>Children's Board Heart Gallery of Tampa BAY</td>
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<td>Champions for Children, Inc.</td>
<td>FY15 Program Contract</td>
<td>Early Childhood Programs and Services</td>
<td>10/01/2014 - 09/30/2015</td>
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<td>Champions for Children, Inc.</td>
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<td>Promoting Attachment and Family Education</td>
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<td>Community Initiative for Young Artists</td>
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<td>FY15 Program Contract</td>
<td>STEM Corps High School Program</td>
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<td>Directions for Mental Health, Inc. d/b/a Directions for Living</td>
<td>FY15 Program Contract</td>
<td>Early Childhood Consultation</td>
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<td>Drug Abuse Comprehensive Coordinating Office, Inc. (DACCO)</td>
<td>FY15 Program Contract</td>
<td>Family Focus</td>
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<td>Early Childhood Council of Hillsborough County, Inc.</td>
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<td>Developmental Screening</td>
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## FY 2015 Contract Signature Log

### Program Contracts

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<th>Brief Description</th>
<th>Contract Period</th>
<th>Contract Amount</th>
<th>Board Approved</th>
<th>Signed By</th>
<th>Date Signed</th>
<th>Renewal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Council of Hillsborough County, Inc.</td>
<td>FY15 Letter of Agreement</td>
<td>Infant Mental Health Planning Grant</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$238,715</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/30/2014</td>
<td></td>
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<tr>
<td>Family Enrichment Center, Inc.</td>
<td>FY15 Program Contract</td>
<td>Kinship Partners - Family Enrichment Center</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$183,308</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/13/2014</td>
<td></td>
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<tr>
<td>Family Literacy Academy of Tampa Bay, LLC</td>
<td>FY14 Program Contract</td>
<td>Amendment - End FY14 contract and initiate new one under the name of Learn Tampa Bay, Inc.</td>
<td>10/01/2013 - 05/31/2014</td>
<td></td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/08/2014</td>
<td></td>
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<tr>
<td>Federation of Families for Children's Mental Health of Hillsborough County, Inc.</td>
<td>FY15 Program Contract</td>
<td>Faith and Family Uplift Initiative for East Tampa</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$162,520</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/23/2014</td>
<td></td>
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<tr>
<td>Greater Palm River Point, CDC</td>
<td>FY15 Program Contract</td>
<td>Go-4-Kids Club</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$179,527</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/02/2014</td>
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<tr>
<td>Gull Coast Jewish Family and Community Services, Inc.</td>
<td>FY15 Program Contract</td>
<td>Woman to Woman</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$421,104</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>10/15/2014</td>
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<tr>
<td>Healthy Start Coalition of Hillsborough County, Inc.</td>
<td>FY15 Program Contract</td>
<td>Healthy Families Hillsborough</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$1,905,027</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/07/2014</td>
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<tr>
<td>Healthy Start Coalition of Hillsborough County, Inc.</td>
<td>FY15 Program Contract</td>
<td>Safe Baby Plus</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$418,876</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/09/2014</td>
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<tr>
<td>Healthy Start Coalition of Hillsborough County, Inc.</td>
<td>FY15 Program Contract</td>
<td>Children's Board Family Resource Centers</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$2,865,705</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>10/14/2014</td>
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<tr>
<td>Hillsborough County Fire Rescue Foundation, Inc.</td>
<td>FY15 Letter of Agreement</td>
<td>Project SAFE</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$26,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/02/2014</td>
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<tr>
<td>Hillsborough County School Readiness, Inc. d/b/a Early Learning Coalition of Hillsborough County</td>
<td>FY15 Program Contract</td>
<td>School Readiness Funding</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$1,723,239</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/10/2014</td>
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<tr>
<td>Hillsborough County School Readiness, Inc. d/b/a Early Learning Coalition of Hillsborough County</td>
<td>FY15 Program Contract</td>
<td>Quality Counts for Kids</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$2,244,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/24/2014</td>
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<tr>
<td>Hispanic Services Council, Inc.</td>
<td>FY15 Program Contract</td>
<td>La RED de Padres Activos</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$497,889</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/27/2014</td>
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<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>
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<tr>
<td>Housing Authority of the City of Tampa</td>
<td>FY15 Program Contract</td>
<td>BRIDGES, a JUST Neighborhood Collaborative</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$1,007,127</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/09/2014</td>
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<tr>
<td>Housing Authority of the City of Tampa</td>
<td>FY15 Program Contract</td>
<td>Check &amp; Connect Tampa (C&amp;CT)</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$44,266</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/13/2014</td>
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<tr>
<td>Learn Tampa Bay, Inc.</td>
<td>FY14 Program Contract</td>
<td>Helping Children Succeed in School - Family Literacy Academy dissolved and became their own 501c3 - remaining balance under the name of Learn.</td>
<td>06/01/2014 - 09/30/2014</td>
<td>$14,172</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/13/2014</td>
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<tr>
<td>Learn Tampa Bay, Inc.</td>
<td>FY15 Program Contract</td>
<td>Helping Children Succeed in School</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$51,000</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/27/2014</td>
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<tr>
<td>Metropolitan Ministries, Inc.</td>
<td>FY15 Program Contract</td>
<td>Homeless Family Early Intervention Program (First Hug)</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$1,516,903</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/08/2014</td>
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<tr>
<td>Nonprofit Leadership Center of Tampa Bay, Inc.</td>
<td>FY15 Independent Contractor Agreement</td>
<td>Capacity Building/Sustainability Planning &amp; Training</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$193,800</td>
<td>Yes</td>
<td>Buddy Davis</td>
<td>10/14/2014</td>
<td></td>
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<tr>
<td>Positive Spin, Inc.</td>
<td>FY15 Program Contract</td>
<td>E.A.C.H. One Initiative</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$358,753</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/06/2014</td>
<td></td>
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</table>
## Operations Multi-Year Vendor Contract Renewal Signature Log
### FY 2015
**As of 10/15/2014**

<table>
<thead>
<tr>
<th>Entity/Agency</th>
<th>Contract Type</th>
<th>Brief Description</th>
<th>Contract Period</th>
<th>Contract Amount</th>
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</tr>
</thead>
<tbody>
<tr>
<td>J Bolt Construction, Inc.</td>
<td>Vendor</td>
<td>Contract Amendment for FRC Improvements</td>
<td>09/02/2014 - 10/31/2014</td>
<td>$0.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/10/2014</td>
<td>Per Purchasing Procedures</td>
</tr>
<tr>
<td>Krueger Construction Company, Inc.</td>
<td>Vendor</td>
<td>Building Envelope and HVAC Improvements</td>
<td>10/10/2014 - 03/31/2015</td>
<td>$429,500.00</td>
<td>Yes</td>
<td>Kelley Parris</td>
<td>10/10/2014</td>
<td>Per Purchasing Procedures</td>
</tr>
<tr>
<td>TW Productions LLC</td>
<td>Vendor</td>
<td>Water Safety Is Key video</td>
<td>05/13/2014 - 10/31/2014</td>
<td>$0.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>10/14/2014</td>
<td>Per Purchasing Procedures</td>
</tr>
<tr>
<td>Veredus Corporation</td>
<td>Vendor</td>
<td>IT Software Support ASO/cscForce</td>
<td>10/01/2014 - 09/30/2015</td>
<td>$6,000.00</td>
<td>No</td>
<td>Kelley Parris</td>
<td>09/29/2014</td>
<td>Renewed per Purchasing Procedures</td>
</tr>
</tbody>
</table>
The Children’s Board of Hillsborough County has issued a Request for Proposals (RFP)

**Pro 2015-05**
**Uniting Grant**

**Focus Areas:**
**Children are Ready to Learn and Succeed**

For more Information visit: [www.ChildrensBoard.org](http://www.ChildrensBoard.org), click on Budgeting, then Funding Opportunities, and Current Funding Opportunities.

**Funding Workshop:**
10:00 a.m. – 11:00 a.m.
November 10, 2014
1002 East Palm Avenue
Tampa, FL 33605

The Children’s Board encourages submissions by minorities, faith-based organizations, small businesses and neighborhood-based community partners.
UCP of Tampa Bay Agency Update for 4th Q (July to September) 2014

- **General**
  - Successful implementation and completion of United Way funded Summer Care Program. Inclusionary summer camp for children with disabilities so families can continue to work while their children are in a high quality, educational camp environment.
  - Completed 32\textsuperscript{nd} annual Golf Tournament with net proceeds of $33k.
  - Submitted annual report for NAC preschool accreditation.
  - Two Eagle Scout projects completed for our agency with Bay News 9 media coverage.
  - Achieved and maintained stable programming during the UCP’s 1st Q of our fiscal year with all programs (excluding preschool) hitting or exceeding budget expectations.

- **Facility Improvements**
  - Through United Way “Day of Caring” we were able to get the interior hallways of the building and back fence repainted.
  - Awnings in the back courtyard area were replaced.

- **Grants**
  - Submitted United Way Suncoast outcome reports for the 6 months dated Jan to June 2014.
  - Submitted Tampa Bay Lightning Community Hero Award grant for 50k.
  - Submitted Conn Foundation Grant for Early Childcare Scholarships so children with disabilities can obtain childcare.
  - Awarded UW Hernando Grant for Hernando Early Intervention services.
  - Agency participating in United Way Suncoast internal employee agency campaign and external speaking engagements for UWS.
Financial Update for 4 Q July to Sept 30th 2014; *(Please note, financial update reported on UCP’s FY of July-June 14-15)*

- **Total Agency** was stable for UCP’s 1st Q and programs remained stable. Profit for the UCP’s 1st Q demonstrated, to include proceeds from the golf tournament in September.
- **Pediatric Therapy** Program has hit or exceeded budget and UCP’s 1st Q exceeded budget amount by 8K.
- **Preschool** Program did not meet budget goals for 2 months of UCP’s 1st Q and had a loss of 7K for the month of September.
- **Respite** Program has hit budget expectations for UCP’s 1st Q and revenue is break even for the Q.
- **Doula** Program has expended the allocated contract amount of $336,000 through Sept 14’ and was on target for the 13-14 CBHC contract year.
- **Hernando Early Intervention** Program hit budget expectations for UCP’s 1st Q and revenue is break even for the Q.
- **Supported Employment** Program has been relatively stable for UCP’s 1st Q and ended the Q with a loss of 3K.
- **Foundation** has a (UCP) 1st Q gain of 20k due to the golf tournament held in September. This is the largest event for the agency each year.
Outreach Events Calendar

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

December
12.12.14
7th Annual East Tampa Community Holiday Celebration
Tampa, FL

January
01.25.15
Gasparilla Children’s Parade
Parade Route along Bayshore Boulevard
Tampa, FL
Good News

from our funded partners

Regular Board Meeting
November | 2014
The Children’s Home

SEEDS (Supporting and Empowering Educational and Developmental Services)

Letter of Gratitude

I wanted to take a moment and write to all of you to let you know how thankful I am for your program. Before I was introduced to the SEEDS program, my son Daniel had struggled with reading and math ever since Kindergarten. Daniel has always struggled with learning ever since he was in VPK. He even repeated kindergarten due to he was not mentally ready for the move to the first grade. He has always struggled with learning. After repeated meetings with his teachers and the IEP staff, I realized that Daniel was just going to continue going on to the next grade level without really learning anything, only because they [educators] did not want to retain Daniel another year due to him already repeating kindergarten, even though I expressed my opinions about it and my disagreement in their decisions. When Daniel was in third grade, I finally got to the point where I knew I had to do something different for him.

After a year’s worth of bi-weekly to monthly meetings with Daniel's third grade teacher, I finally inquired about tutoring for him, because I knew that me trying to teach him at home would not be as beneficial for him as what it would be by someone who already works with children. After discussing tutoring with his teacher, she had told me that there was a program out there for students with learning disabilities as well as for families with low income. Not long after receiving the information from her, I researched the program and found that SEEDS would definitely benefit my son Daniel. It did not take long for me to receive a call from the Children’s Home who then interviewed me over the phone and then had the wonderful Ms. Naomi Courson contact me for a face-to-face interview. With the help of Ms. Courson and her colleagues, they were able to get the help that my son so desperately needed. Daniel started seeing a tutor by the spring of 2013.

It did not take long before I saw a difference in Daniel and his ability to read. Daniel and his tutor, Ms. Jackie Armstrong, would meet every Saturday and Sunday, for the length of the approved tutoring contract that we had with her. With Ms. Armstrong's professional and caring approach to teaching Daniel, I saw a dramatic change in how Daniel was reading and learning. I would also like to mention, that if it were not for Ms. Courson, Ms. Armstrong and Ms. Sanchez, that Daniel would probably still be in a county district school. After many conversations about Daniel and his difficulty in learning, I was introduced to the fact that there was school just for children like my son. A school that not only caters to children with learning disabilities, but also children that are ADHD and ADD. Daniel has ADHD and requires a small group setting when it comes to learning. Daniel cannot handle large classroom settings, he will shut down and become very frustrated when sitting in a class that has more than 10-11 students. By September 9th of this year, I had enrolled Daniel in Pepin Academies, a school that specializes in teaching children with all forms of disabilities and learning disabilities. This school has saved my son, he can now go to school and feel confident about himself and not feel out of place due to his learning capacities.

I would just like for everyone that has had a part in my son’s ability to learn and his newfound ability to read, to know that I am forever grateful. When I thought that there was nothing else out there, it turned out that there was. All it took was one wonderful group of people to see that my son definitely needed the help he so desperately deserved. I am forever grateful to The SEEDS Program of the Children’s Home, Ms. Naomi Courson, Ms. Maggie Sanchez as well as Ms. Jackie Armstrong. Without any of you, my son would still be struggling. I will never forget what you have given my son. Thank you for all you have done.

Sincerely,

Tami L. Simpkins
Hillsborough County Fire Rescue

Project S.A.F.E. (Smoke Alarms For Everyone)

Hillsborough County Fire Rescue Foundation in partnership with the Hillsborough County Children’s Board has been able to install 374 smoke alarms in 99 households occupied by children. Overall 210 children were provided fire and life safety education. The parents of those children were provided with “Family Guides” to help highlight the services that the Hillsborough County Children’s Board provides along with fire and life safety education as well. Smoke alarms were installed in 23 different zip codes. Families in two story dwellings were provided fire escape ladders and trained on how to utilize them. All of this has been done since July 1st when we received your grant.
We are so grateful for our recent funding which has allowed us to hire several new positions. It is wonderful to have our client intake specialist who is bilingual and able to talk to the Spanish speaking people on the phone. In the past, we had to disrupt Silvia’s class to have her take the call and schedule them. She is also able to do the intakes for us which frees up the client advocate to see more clients.

Our new Hispanic Client Advocate is doing awesome and already we are able to see more clients.

Having a licensed Doula come in once a week for birthing and breastfeeding classes has been awesome. How great to know we are giving them the very best and giving them a good start in their parenting.

The month of October, we saw a combined total of 555 client visits. To really appreciate that you have to understand that is almost double of the number we saw in October of 2013. I came here in 2009 when we had 620 client visits for the year. Thank you for your funding which has allowed us to add staff and programs to help us be the number one choice in Plant City for those in an unplanned pregnancy.
On Tuesday, November 4th the Glazer Children’s Museum held the Kickoff for the Children’s Board Free Tuesdays. Below are some of the hi-lights of this great event:

- 837 Attendees specifically for the event (961 for the full day, CBHC logo was up all day)
- Special meet & greet with Elmo provided by WEDU. 3 meet & greet times with lots of happy little ones!
- CBHC Vendors: Early Literacy Matters from HCC lead a seek & find activity to engage caregivers with their children.
- St. Joseph's Hospital provided information on helmet safety.
- Museum lead an archaeological dig in the Art Lab in honor of it being King Tut Day.
Glazer Children’s Museum was recently featured in a popular blog by Those Crazy Nelsons in their blog titled “We did the research for you: Tips for 2 of Tampa's science museums”.

This place. It has magic powers to make you act unusual. Don't believe me? My kids begged to skip lunch. Unfathomable. These are the kids who request lunch immediately after they finish their bowl of breakfast cereal. And me? Well, I actually said, "Naps? Fuggedaboutit."

No naps?! My brain lives for nap time, when I don't have to answer any questions and I can take a moment to just sit and...blink. But this place with all it's magic was irresistible. It was 2pm before anyone even peeked out of the exhibit-filled universe where fabric pretend pizzas fill you up.

And really, in full disclosure, that first, starving person was me.
The kids could have played until the sun set, I think.

Here's what we loved:
Interactive water play area with gears and pulleys and sailboat races
Publix grocery store
Outback cafe

Tips:
There is a parking garage next to the museum; the museum does not validate.
Activities are perfect for children 8, and under.
Come early, you'll be staying a while.
Get some rest the night before, you'll be staying a while.
Bring food, so you (I mean, your kids) don't perish from starvation. Or grab lunch at the Subway in the museum lobby; you'll be staying a while.
Why do kids love this place?

I think it's because it provided a rare space for pretending.

Everyday they see adults serving, acting, gardening, ringing groceries up, being a doctor and so much more.

It's a world they observe, but can't often join. It's a world that says "you're too small" 99% of the time.

However, what they found in this museum and for a few brief hours was freedom!

They were a firefighter, drove a truck, flew a plane, cooked and directed a play.

And there were no rules, except that they HAD TO touch everything!

They were powerful and capable people in Glazer Children's Museum, where pretending is learning.
The BRIDGES project, courtesy of Kiwanis Club and Success for Kids and Families, sponsored a Client Appreciation BBQ Giveaway/Informational Fair, on October 23rd, as a kick-off to Year 3. Approximately 50-60 BRIDGES clients participated in the event. Participants were provided information on available resources offered through BRIDGES.