

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## BOARD EXECUTIVE/FINANCE COMMITTEE

### JUNE 11, 2020 ~ 12:00 PM

## AGENDA

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

**Conference Call: 1-866-899-4679**

**Access Code: 579-512-941**

### CALL TO ORDER

Quorum Verification  
Attendance Verification

E. Narain  
E. Narain  
N. Eichorn

### PUBLIC COMMENT

The Children's Board of Hillsborough County welcomes comments from the public. Those who wish to address the Board may do so at this time. Those addressing the Board should state their full name and affiliation for the official record. In the interest of time, we ask that one person be designated to speak on behalf of a constituency and that all comments are limited to 3 minutes.

E. Narain

### ACTION ITEMS

1. **Approval;** May 14, 2020 Board Executive/Finance Committee Minutes
2. **Preliminary Approval;** FY 2020-2021 Millage Rate and Budget
3. **Approval;** Children's Board of Hillsborough County Fund Balance Policy
4. **Acceptance;** Audit Committee Recommendation of Audit Firm

E. Narain  
T. Williams  
T. Williams  
E. Narain

### DISCUSSION ITEMS

1. East County FRC Property Update
2. Program Department Updates
3. COVID-19 Updates
4. Update on Spending of Emergency Funds

P. Scott  
M. Negron  
K. Parris  
T. Williams

### ADJOURNMENT

E. Narain

### IMPORTANT DATES TO REMEMBER

Regular Board Meeting

June 25, 2020

3:00 PM

**NO JULY MEETINGS**

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## BOARD EXECUTIVE/FINANCE COMMITTEE

### MEETING MINUTES

#### MAY 14, 2020 – 12:00 PM

<b>Subject</b>	Executive/Finance Committee	<b>Date</b>	May 14, 2020
<b>Facilitator</b>	Megan Proulx Dempsey, Board Chair	<b>Time</b>	12:00 PM
		<b>Actual Time</b>	12:00 PM – 12:21 PM
<b>Location</b>	Conference Call: 1-866-899-4679 Access Code: 579-512-941	<b>Call to Order</b>	The meeting was called to order at 12:00 PM
<b>Board/Committee Members PRESENT</b>	Megan Proulx Dempsey, Chair Andy Mayts, Vice Chair Robin DeLaVergne, Secretary/Treasurer Edwin Narain, Board Member	<b>Board/Committee Not Present</b>	
<b>Other Attendees</b>	Kelley Parris, E.D. Nina Eichorn, Recorder David Adams, Board Attorney	Tonia Williams, CBHC Staff Jan Houser, CBHC Staff Paula Scott, CBHC Staff	Maria Negron, CBHC Staff

### SUMMARY

No.	Topic	Highlights
I.	<b>CALL TO ORDER</b>	Megan Proulx Dempsey, Board Chair called the meeting to order at 12:00 PM.  M. Dempsey request N. Eichorn verify attendance.
II.	<b>PUBLIC COMMENT</b>	None.
III.	<b>ACTION ITEMS</b>	
	<b>1. April 8, 2020 Meeting Minutes</b>	<i>The April 8, 2020 Executive/Finance Committee Meeting minutes were reviewed by the Committee and approved (4-0).</i>
IV.	<b>DISCUSSION</b>	
	<b>1. East County FRC Property Update</b>	P. Scott provided an update on the East County Children's Board Family Resource Center. David Adams, Board Attorney, also provided a brief update on the purchase negotiation of the East County property.
	<b>2. Program Department Updates</b>	M. Negron provided updates on the following: <ul style="list-style-type: none"> <li>Funding Releases;</li> <li>Provider Improvement Plans (PIP);</li> <li>Summer Passports;</li> <li>Reopening Plan.</li> </ul>
	<b>3. COVID-19 Updates</b>	K. Parris updated the Committee on the following: <ul style="list-style-type: none"> <li>Early Learning Centers closure updates;</li> <li>Hispanic Services Council.</li> </ul>
	<b>4. Update on Spending of Emergency Funds</b>	T. Williams provided a brief update on the spending of Emergency Funds allocation of \$700,000 to support Early Learning Centers and members of the Children's Board Family Resource Centers that have identified emerging needs due to COVID-19.

## SUMMARY

No.	Topic	Highlights
	<b>5. Professional Auditing Services RFP Update</b>	T. Williams informed the Committee proposals for the Professional Auditing Services Request for Proposals (RFP) were due on June 1, 2020. The <i>Audit Selection Committee</i> will review the proposals and meet to identify an auditing firm to recommend to the full Board for acceptance at the June 25, 2020 Regular Board meeting.
V.	<b>ADJOURNMENT</b>	The meeting adjourned at 12:21 PM

## APPROVALS

1.	<i>The April 8, 2020 Executive/Finance Committee Meeting minutes were reviewed by the Committee and approved (4-0).</i>
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READ AND APPROVED BY:

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Edwin Narain, CBHC Chair and  
Executive/Finance Committee Chair

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**Preliminary Approval of Millage Rate and FY 2020 - 2021 Budget**

**Initiator:** Tonia Williams, Director of Finance

**Action:** Preliminary Approval of FY 2020 - 2021 Millage Rate and Budget

**Date:** Executive / Finance Committee Meeting, Thursday, June 11, 2020

**Recommended Action**

Provide Preliminary approval of a Millage rate of .4589 and FY 2020 - 2021 Budget of \$52,216,322.

**Background**

- The Board Approved Preliminary FY 2020 - 2021 Millage Rate and Budget must be filed with Hillsborough County by July 1, 2020.
- This budget includes a spend-down of \$120,811 from the fund balance in FY 2020 - 2021.
- Attachments to this memo provide detail of the FY 2020 - 2021 revenue and expenditures along with a five-year projection of revenue and expenditures.
- A final detailed presentation of the FY 2020 - 2021 Budget will be made at the August 20, 2020 budget workshop.
- The Final Millage Rate approved by the Board cannot be higher than the preliminary rate submitted to Hillsborough County on July 1, 2020.

**Attachment**

- A. FY 2020 - 2021 Preliminary Budget





**FY 2020 - 2021 Annual Budget Report  
October 1, 2020 – September 30, 2021  
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2. Summary (Salmon)
3. Expenditures Breakdown (Salmon)
4. Budget Category Definitions (Salmon)
5. Revenue Schedule (Cream)
6. Revenue Narrative (Cream)
7. Program Expenditures & Program Funding (Continuation Grants) (Light Pink)
8. FY 2020 - 2021 Program Continuation Funding List (White)
13. FY 2020 - 2021 New Program Funding with Narrative (Green)
16. Employee Salaries and Benefits Schedule and Narrative (Light Yellow)
17. Organizational Chart (Light Yellow)
18. Operating and Other Expenditures Schedule (Light Blue)
19. Operating and Other Expenditures Narrative (Light Blue)
20. Building & Capital Reserve / Mandatory Govt. Fees Narrative (Light Blue)
21. FY 2019 - 2020 Estimated Spending Report (Purple)
22. FY 2019 - 2020 Estimated Spending Narrative (Purple)
23. Five Year Projections (Gray)
24. Assumptions Underlying Five Year Projections (Gray)



**Children's Board Of Hillsborough County**  
**Fiscal Year 2020 - 2021 Budget**  
**October 1, 2020 - September 30, 2021**

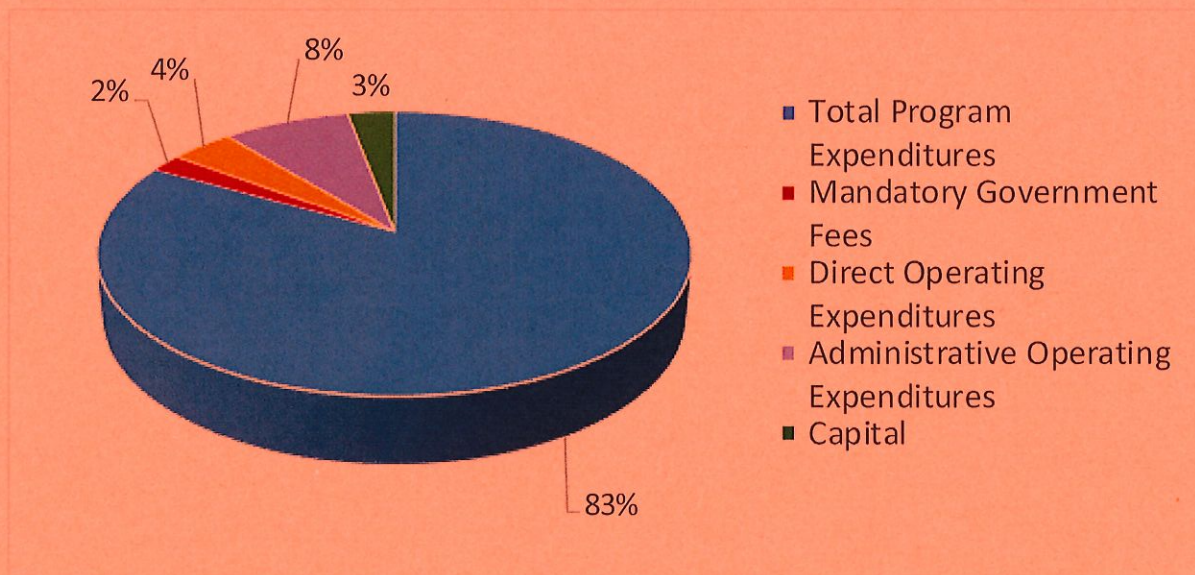
**SUMMARY**

**Millage Rate: .4589**

	FY 2019 - 2020 Budget	FY 2019 - 2020 Amended Budget	FY 2019 - 2020 Estimated Actual	FY 2020 - 2021 Budget
<b>Revenue</b>				
<u>Ad-Valorem Taxes</u>	45,578,980	45,578,980	45,665,000	49,571,511
Investment Income	858,000	858,000	858,000	548,000
Administrative Services Organization (ASO)	1,405,000	1,405,000	1,162,500	1,410,000
Other Community Partner Funding	410,000	410,000	218,000	410,000
Miscellaneous Income	155,000	155,000	156,000	156,000
<b>Total Revenue</b>	<b>48,406,980</b>	<b>48,406,980</b>	<b>48,059,500</b>	<b>52,095,511</b>
<b>Expenditures</b>				
Program Expenditures				
Program Funding (Continuation Grants)	37,913,848	37,935,319	34,188,639	35,861,168
<u>New Program Funding (unallocated)</u>	<u>5,275,000</u>	<u>5,275,000</u>	<u>1,031,054</u>	<u>7,606,000</u>
<u>Total Program Expenditures</u>	<u>43,188,848</u>	<u>43,210,319</u>	<u>35,219,693</u>	<u>43,467,168</u>
Operating Expenditures				
Employee Salaries and Benefits	4,243,927	4,243,927	4,066,182	4,426,225
Contracted Professional Services	529,572	529,572	507,900	365,318
Facility Expenditures	416,405	416,405	353,533	749,795
Other Operating	334,415	334,415	318,706	385,081
<u>Total Operating Expenditures</u>	<u>5,524,319</u>	<u>5,524,319</u>	<u>5,246,321</u>	<u>5,926,419</u>
Capital Expenditures	1,850,000	2,305,942	1,634,000	1,400,000
Mandatory Government Fees	1,310,080	1,310,080	1,249,656	1,422,735
<b>Total Expenditures</b>	<b>51,873,247</b>	<b>52,350,660</b>	<b>43,349,670</b>	<b>52,216,322</b>
<b>Net Spend Down of Fund Balance</b>	<b>(3,466,267)</b>	<b>(3,943,680)</b>	<b>4,709,830</b>	<b>(120,811)</b>



## Expenditures Breakdown



- **Total Program Expenditures** include continuation contracts new funding expenditures.
- **Mandatory Government Fees** includes fees for the tax collector, property appraiser, and city storm water.
- **Direct Operating Expenditures** include program support staff, conference center expenditures, and Family Resource Center occupancy expenditures.
- **Administrative Operating Expenditures** include all other operating expenditures including facility, finance, Information Technology, Administrative Services Organization (ASO) operations, human resources, executive office, senior staff, and public awareness.
- **Capital** includes the purchase of assets greater than \$5,000.



## ***Budget Category Definitions***

- **Revenue**

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

- **Expenditures**

- **Program Funding (Continuation Grants)** represents provider contracts funded by Children's Board, property tax revenue and funds contributed from our community partners. This amount also includes the dollars managed through the ASO to provide supports to case management programs.
- **New Program Funding (unallocated)** includes dollars budgeted for new program contracts and one-time funding that will be released and awarded by a competitive or application process.
- **Employee Salaries and Benefits** include wages paid to all non-contractor employees. Benefits represent costs provided for salaried and hourly wage employees including FICA, life and health insurance, short-term and long-term disability insurance, unemployment, and retirement benefits.
- **Contracted Professional Services** represents amounts budgeted for Hillsborough County information technology services, Hillsborough County Television, legal, media buys, auditing, and other professional services.
- **Facility Expenditures** represents necessary costs to operate the Children's Board offices, conference center, and Family Resource Center occupancy expenditures, including utilities, information technology, maintenance, and repairs.
- **Other Operating** contains staff training, conference and meeting travel, postage, insurance, promotional activities, printing, supplies, advertising for Truth In Millage (TRIM), budget ads and other public notices, memberships and subscriptions. Also included are support activities with provider agencies and community organizations for training events.
- **Capital Expenditures** include the budget for building expenditures.
- **Mandatory Government Fees** include tax collector's fee, property appraiser's fee as well as the city storm water fee.



**Children's Board Of Hillsborough County**  
**Fiscal Year 2020 - 2021 Budget**  
**October 1, 2020 - September 30, 2021**  
**REVENUE SCHEDULE**

**Millage Rate: .4589**

	<b>FY 2019 - 2020 Budget</b>	<b>FY 2019 - 2020 Amended Budget</b>	<b>FY 2019 - 2020 Estimated Actual</b>	<b>FY 2020 - 2021 Budget</b>
<b>Ad-Valorem Taxes</b>				
Current Ad-Valorem	45,388,980	45,388,980	45,400,000	49,306,511
Delinquent Ad-Valorem	65,000	65,000	65,000	65,000
Excess Fees Returned	125,000	125,000	200,000	200,000
<b>Total</b>	<b>45,578,980</b>	<b>45,578,980</b>	<b>45,665,000</b>	<b>49,571,511</b>
<b>Investment Income</b>				
Interest	858,000	858,000	858,000	548,000
<b>Total</b>	<b>858,000</b>	<b>858,000</b>	<b>858,000</b>	<b>548,000</b>
<b>Administrative Services Organization (ASO)</b>				
DCF	5,000	5,000	7,500	10,000
Eckerd Connects	1,000,000	1,000,000	780,000	1,000,000
Hillsborough County BOCC	400,000	400,000	375,000	400,000
<b>Total</b>	<b>1,405,000</b>	<b>1,405,000</b>	<b>1,162,500</b>	<b>1,410,000</b>
<b>Other Community Partner Funding</b>				
School District of Hills County	160,000	160,000	160,000	160,000
Hillsborough County BOCC	250,000	250,000	58,000	250,000
<b>Total</b>	<b>410,000</b>	<b>410,000</b>	<b>218,000</b>	<b>410,000</b>
<b>Miscellaneous Income</b>				
ASO Fiscal Agent Fees	150,000	150,000	150,000	150,000
Miscellaneous Revenue	5,000	5,000	6,000	6,000
<b>Total</b>	<b>155,000</b>	<b>155,000</b>	<b>156,000</b>	<b>156,000</b>
<b>Total Revenue</b>	<b>48,406,980</b>	<b>48,406,980</b>	<b>48,059,500</b>	<b>52,095,511</b>

## ***Narrative/Assumptions for FY 2020 - 2021 Budget***

### **Revenue**

- **Ad-Valorem Taxes**

- The FY 2020 - 2021 Hillsborough County tax base estimate is \$113,100,000,000, an increase of 9.13% from FY 2019 - 2020. This will be updated in the final budget.
- Ad-Valorem revenue is budgeted at 95% to account for the early discounted payment of taxes.
- The budgeted Ad-Valorem Tax is based on the millage rate of .4589, which remains unchanged since FY 2014 - 2015.
  - .5000 millage rate is the maximum allowable millage under the Children's Board statute.
  - The estimated rolled-back rate is .4335.
- Current Ad-Valorem Tax revenue has increased by \$3,917,531 (8.6%).
- Delinquent Ad-Valorem revenue budget remains at \$65,000 based on the remaining amount of delinquent taxes reported by Hillsborough County.
- Excess Fees Distribution includes the estimated net overpayment of the 2% Hillsborough County Tax Collection fees that are returned at the end of the year. These fees are budgeted in mandatory government fees. The estimate has increased by \$75,000 for FY 2020 - 2021.

- **Investment Income**

- The FY 2020 - 2021 interest revenue is budgeted at 1%, reduced from 2% in FY 2019 - 2020.

- **Administrative Services Organization (ASO)**

- This amount includes all funding received from sources listed in the revenue schedule.
- DCF funding is contributed by Success 4 Kids & Families for their children's mental health program.
- Funding from Eckerd Connects is provided for children and caregivers in the child welfare system. CBHC ASO staff process payments for Eckerd Connects.
- Funding from Hillsborough County BOCC is provided to serve victims of domestic violence and social services funding is provided for housing supports.
- Funds are administered and managed by the Children's Board ASO and finance staff.
- The amount budgeted in this section is also included in the program continuation budget.

- **Other Community Partner Funding**

- The FY 2020 - 2021 budgeted amount includes funding from the School District of Hillsborough County for services provided by The Children's Home, Inc. d/b/a Children's Home Network SEEDS contract and funding from Hillsborough County BOCC to co-fund summer services.

- **Miscellaneous Income**

- This line includes Fiscal Agent Fees received from Eckerd Connects to manage their ASO funding.
- Match funding from the insurance company for 50% reimbursement of the purchase of safety items is budgeted in this line.

- **Total Revenue**

- Total Revenue for FY 2020 - 2021 has increased by \$3,688,531.

## Narrative/Assumptions for FY 2020 - 2021 Budget

### Program Expenditures

#### Children's Board Of Hillsborough County Fiscal Year 2020 - 2021 Budget October 1, 2020 - September 30, 2021

	FY 2019 - 2020 Budget	FY 2019 - 2020 Amended Budget	FY 2019 - 2020 Estimated Actual	FY 2020 - 2021 Budget
<b>Program Funding (Continuation Grants)</b>				
Children's Board Funded Expenditures	36,348,848	36,370,319	32,866,139	34,291,168
Other Funder Expenditures	1,565,000	1,565,000	1,322,500	1,570,000
<b>Total Recommended Program Funding</b>	<b>37,913,848</b>	<b>37,935,319</b>	<b>34,188,639</b>	<b>35,861,168</b>
<b>New Program Funding (unallocated)</b>	<b>5,275,000</b>	<b>5,275,000</b>	<b>1,031,054</b>	<b>7,606,000</b>
<b>Total Program Expenditures</b>	<b>43,188,848</b>	<b>43,210,319</b>	<b>35,219,693</b>	<b>43,467,168</b>
<b>Program Funding (Continuation Grants)</b>				

- Contract Managers and Fiscal Representatives evaluate all FY 2019 - 2020 contracts for administrative compliance, program performance, and fiscal accountability in order to recommend continued funding in FY 2020 - 2021.
- The recommended Total Continuation Grants budget has decreased from \$37,913,848 in FY 2019 - 2020 to \$35,861,168 for FY 2020- 2021, a net decrease of \$2,052,680.
  - The change is due to:
    - Some contracts ending in FY 2019 – 2020;
    - New funding awarded in FY 2019 – 2020 budgeted at the year two requested amount;
    - Intent to Negotiate released for Family Resource Centers services; and
    - \$600,000 additional CBHC ASO funding.
- Other Funder Expenditures include dollars from other revenue sources that are included in the provider contracts. This includes ASO funding, and the School District of Hillsborough County.
- The Administrative Services Organization (ASO) funding in the Continuation Funding amount includes:
  - ASO allocations that are made to funded and qualifying Children's Board case management programs, school social work, and Early Steps.
  - The Children's Board allocation has increased from \$2,000,000 to \$2,600,000 to include concrete supports for grant awards and emergency basic needs items.
  - ASO Request for Applications (RFA) funding budgeted at \$300,000 that is available between October and April to support non-funded programs.
  - The other funder ASO allocation remained constant at \$1,410,000 which includes an allocation of \$1,000,000 from Eckerd Connects, \$400,000 from Hillsborough County BOCC, and \$10,000 from the Department of Children and Families (DCF).



**Children's Board of Hillsborough County**  
**FY 2020 - 2021 Continuation Funding List**

The recommended FY 2020 - 2021 amount is an "up to" amount and contingent upon successful evaluations and satisfactory completion of Provider Improvement Plans where applicable.

AGENCY / Program	If a Lead Agency W/ Subcontractor(s): (List Subcontractors)	FY 2019 - 2020 CBHC CONTRACT AMOUNT	FY 2020 - 2021 RECOMMENDED AMOUNT	NOTES
ABE BROWN MINISTRIES, INC. - Family Reunification Video Visitation		83,082	83,082	
BAY AREA LEGAL SERVICES, INC. - Lawyers Helping Kids		554,797	554,797	Possible Expansion.
BIG BROTHERS BIG SISTERS OF TAMPA BAY, INC. - 1-to-1 Comprehensive Mentoring		523,540	523,540	
BOYS & GIRLS CLUBS OF TAMPA BAY, INC. - After-Zone Middle School Initiative		498,586	498,586	
CENTRE FOR WOMEN, INC., THE - STAR Program		285,246	285,246	
CHAMPIONS FOR CHILDREN, INC. - Children's Board Family Resource Centers East County & North Tampa		638,898	-	Contract Ending North 9/30/20 Contract Ending East 5/30/20 ITN for FY 2020-2021.
CHAMPIONS FOR CHILDREN, INC. - Parents as Teachers		1,271,256	1,271,256	
CHAMPIONS FOR CHILDREN, INC. - The First Years		891,461	802,315	10% Reduction.
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, INC. - Administrative Services Organization (ASO)		2,000,000	2,600,000	Increased by \$600,000.
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, INC. - Administrative Services Organization (ASO) Other Funders		1,405,000	1,410,000	Eckerd Connects \$1,000,000, S4KF DCF \$10,000, Hillsborough County BOCC (Support for Domestic Violence Victims) \$100,000, Hillsborough County BOCC (Housing Supports) \$300,000.
CHILDRENS BOARD OF HILLSBOROUGH COUNTY, INC. - Hillsborough County Most Successful Youth Project Award		2,500	-	Not continuing per BOCC in 2021.
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, INC. - Social Enterprise Plan Competition Awards		40,000	40,000	
CHILDREN'S HOME, INC., THE D/B/A CHILDREN'S HOME NETWORK - Children's Board Family Resource Centers Brandon, South County, & Town N Country		977,269	-	Contract Ending 9/30/20 ITN for FY 2020-2021.
CHILDREN'S HOME, INC., THE D/B/A CHILDREN'S HOME NETWORK - Kinship Hillsborough	* ReachUp	554,935	554,935	Possible Expansion.



**Children's Board of Hillsborough County**  
**FY 2020 - 2021 Continuation Funding List**

The recommended FY 2020 - 2021 amount is an "up to" amount and contingent upon successful evaluations and satisfactory completion of Provider Improvement Plans where applicable.

AGENCY / Program	If a Lead Agency W/ Subcontractor(s): (List Subcontractors)	FY 2019 - 2020 CBHC CONTRACT AMOUNT	FY 2020 - 2021 RECOMMENDED AMOUNT	NOTES
CHILDREN'S HOME, INC., THE D/B/A CHILDREN'S HOME NETWORK - Supporting and Empowering Educational and Developmental Services (SEEDS)		2,060,000	2,060,000	Includes \$160,000 from The School District of Hillsborough County.
CHILDREN'S MUSEUM OF TAMPA, INC., THE, D/B/A GLAZER CHILDREN'S MUSEUM - Children's Board Free Tuesday/Title One Access		75,000	75,000	Possible one-time Expansion HH until 9/30/22.
CHILDREN'S MUSEUM OF TAMPA, INC., THE, D/B/A GLAZER CHILDREN'S MUSEUM - Learn & Play Tampa Bay		515,000	515,000	Possible Expansion (YR 3).
COMPUTER MENTORS GROUP, INC. - KidsCode and TeenTech		184,195	184,195	
CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC. - 3D Stingrays		107,058	107,058	
CRISIS CENTER OF TAMPA BAY, INC., THE - Gateway Services		374,721	374,721	
DACCO BEHAVIORAL HEALTH, INC. - Family Focus	* Champions for Children	463,821	463,821	
DAWNING FAMILY SERVICES, INC. - From Shelter to Stability		324,317	324,317	
EARLY CHILDHOOD COUNCIL OF HILLSBOROUGH COUNTY, INC. - Developmental Screening		674,036	674,036	
EARLY CHILDHOOD COUNCIL OF HILLSBOROUGH COUNTY, INC. - Inclusion Support Services		425,409	425,409	
EASTER SEALS FLORIDA, INC. - Children's Board Family Resource Center Temple Terrace		334,073	-	Contract Ending 9/30/20 ITN for FY 2020-2021.
ENTERPRISING LATINAS, INC. - Wimauma Futures!		506,551	506,551	Will be reduced: Staff restructure.
ENTERPRISING LATINA'S, INC. - Women's Opportunity Initiative		218,053	218,053	
EVOLUTION INSTITUTE, INC. - The HA! Program - Healthy and Agile		190,867		Contract Ended 5/15/2020.
FAMILY ENRICHMENT CENTER, INC., THE - Kinship Care		276,459	276,459	
FAMILY HEALTHCARE FOUNDATION, INC. - Connecting Kids to CARE		156,936	156,936	Possible Expansion.
FEEDING AMERICA TAMPA BAY, INC. D/B/A FEEDING TAMPA BAY - Feeding Minds		64,000	64,000	
GIRL SCOUTS OF WEST CENTRAL FLORIDA, INC. - Leaders Engaging Girls in Taking Action (LEGIT)		202,505	202,505	



**Children's Board of Hillsborough County**  
**FY 2020 - 2021 Continuation Funding List**

The recommended FY 2020 - 2021 amount is an "up to" amount and contingent upon successful evaluations and satisfactory completion of Provider Improvement Plans where applicable.

AGENCY / Program	If a Lead Agency W/ Subcontractor(s): (List Subcontractors)	FY 2019 - 2020 CBHC CONTRACT AMOUNT	FY 2020 - 2021 RECOMMENDED AMOUNT	NOTES
GREATER PALM RIVER POINT COMMUNITY DEVELOPMENT CORPORATION - Families Matter		199,201	199,201	
GULF COAST JEWISH FAMILY AND COMMUNITY SERVICES, INC. - Good Afternoon Friends and Amigos		268,458	268,458	
GULF COAST JEWISH FAMILY AND COMMUNITY SERVICES, INC. - Woman to Woman		499,022	499,022	
HEALTHY START COALITION OF HILLSBOROUGH COUNTY, INC. - Children's Board Family Resource Centers	*Champions for Children *St. Joseph's Women's Hospital	1,298,972	-	Contract Ended 4/24/20.
HEALTHY START COALITION OF HILLSBOROUGH COUNTY, INC. - Healthy Families Hillsborough	*Advent Health *The Children's Home dba Children's Home Network *Champions for Children *Success 4 Kids and Families	1,998,627	1,998,627	
HEALTHY START COALITION OF HILLSBOROUGH COUNTY, INC. - Healthy Steps Hillsborough		80,000	349,100	Year 2 Amount.
HEALTHY START COALITION OF HILLSBOROUGH COUNTY, INC. - Safe Baby Plus	* Success 4 Kids and Families * Advent Health	1,127,316	1,127,316	
HILLSBOROUGH COMMUNITY COLLEGE FOUNDATION, INC. - Quality Early Education System	* Hillsborough County Child Care Licensing	2,264,422	2,264,422	Possible Expansion.
HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS - DEPARTMENT OF CUSTOMER SERVICE AND SUPPORT - Neighborhood Mini- Grant Projects		15,000	15,000	No Increase/Pending continuation as direct contracts.
HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC. D/B/A EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY, INC. - School Readiness Funding		1,723,238	1,723,238	Match. No Increase.
HISPANIC SERVICES COUNCIL, INC. - La RED de Padres Activos / The Network of Active Parents		965,482	965,482	Possible Expansion.
HOUSING AUTHORITY OF THE CITY OF TAMPA - Village Link Up		137,345	137,345	Possible Expansion.
LEARN TAMPA BAY, INC. D/B/A ACHIEVE PLANT CITY - Learning Is Fun Together (LIFT)		197,966	197,966	
LIFECARE NETWORK, INC. - LifeNet		146,400	146,400	



**Children's Board of Hillsborough County**  
**FY 2020 - 2021 Continuation Funding List**

The recommended FY 2020 - 2021 amount is an "up to" amount and contingent upon successful evaluations and satisfactory completion of Provider Improvement Plans where applicable.

AGENCY / Program	If a Lead Agency W/ Subcontractor(s): (List Subcontractors)	FY 2019 - 2020 CBHC CONTRACT AMOUNT	FY 2020 - 2021 RECOMMENDED AMOUNT	NOTES
LUTHERAN SERVICES FLORIDA - Community Collaborations for Strong Families		140,604	275,000	Year 2 Amount.
MENTAL HEALTH CARE, INC. D/B/A GRACEPOINT - Family Infant / Child Wellness		454,499	454,499	
METROPOLITAN MINISTRIES, INC. - Children's Recreation, Education, Arts & Therapeutic Experience (CREATE)		352,616	352,616	
METROPOLITAN MINISTRIES, INC. - Homeless Family Early Intervention Program (First Hug)		1,375,977	1,375,977	
NONPROFIT LEADERSHIP CENTER OF TAMPA BAY, INC. - Capacity Building: Training and Consultation		193,000	172,375	Reduce Amount: Conference and CCAT by \$20,625.
PARENTS AND CHILDREN ADVANCE TOGETHER (PCAT) LITERACY MINISTRIES - South County Literacy Initiative		195,259	195,259	
POSITIVE SPIN, INC. - Empowering a Community with Hope (EACH One)		703,978	703,978	Possible Expansion.
PREGNANCY CARE CENTER OF PLANT CITY - Healthy Moms/Healthy Babies		182,722	182,722	
PRESERVE VISION FLORIDA, INC. - Children's Vision Health and Safety Services		173,106	173,106	Possible Expansion.
REACHUP, INC. - Children's Board Family Resource Centers (Central Tampa)		223,677	-	Contract Ending 9/30/20 ITN for FY 2020-2021.
REACHUP, INC. - Stronger with Involved Fathers		76,883	217,858	Year 2 Amount.
REACHUP, INC. - GROWTH with Doulas and Dads (Giving Resource Opportunities with Trust and Hope)	*Champions for Children	913,486	913,486	
REBUILDING TOGETHER TAMPA BAY, INC. - Safe and Healthy Homes for Families		285,560	285,560	
SCHOOL DISTRICT OF HILLSBOROUGH COUNTY - Renaissance myON Reader		100,000	100,000	Match. No Increase.
SENIORS IN SERVICE OF TAMPA BAY, INC. - Readers in Motion		295,138	295,138	Possible Expansion.
SPRING OF TAMPA BAY, INC., THE - Family Safety from Domestic Violence		222,083	222,083	
ST. JOSEPH'S HOSPITAL D/B/A ST. JOSEPH'S CHILDREN'S HOSPITAL - Mobile Health and Safety Education		231,076	532,064	Possible Expansion.
ST. JOSEPH'S HOSPITAL D/B/A ST. JOSEPH'S CHILDREN'S HOSPITAL - Mobile Services (CBFRC)		300,988	530,744	Combine with Mobile Health & Safety Education contract in FY 2021. Possible Expansion.



**Children's Board of Hillsborough County**  
**FY 2020 - 2021 Continuation Funding List**

The recommended FY 2020 - 2021 amount is an "up to" amount and contingent upon successful evaluations and satisfactory completion of Provider Improvement Plans where applicable.

AGENCY / Program	If a Lead Agency W/ Subcontractor(s): (List Subcontractors)	FY 2019 - 2020 CBHC CONTRACT AMOUNT	FY 2020 - 2021 RECOMMENDED AMOUNT	NOTES
ST. JOSEPH'S HOSPITAL D/B/A ST. JOSEPH'S WOMEN'S HOSPITAL - Supporting Motherhood and More		118,444	118,444	
SUCCESS 4 KIDS AND FAMILIES, INC. - Successful Families		351,230	351,230	Possible Expansion.
SUCCESS 4 KIDS AND FAMILIES, INC. - Emergency Funding		29,500	-	One Time Emergency Funding.
TAMPA BAY COMMUNITY AND FAMILY DEVELOPMENT CORPORATION D/B/A BETHESDA MINISTRIES – Bethesda's Children's Safety Home		64,164	64,164	Possible Expansion.
TAMPA HILLSBOROUGH HOMELESS INITIATIVE - UNITY Information Network		50,000	50,000	Match. No Increase.
TAMPA METROPOLITAN AREA YMCA, INC. - Community Learning Center at Sulphur Springs		295,610	295,610	
TAMPA METROPOLITAN AREA YMCA, INC. - Fit and Fun at the Y		119,252	119,252	
TAMPA METROPOLITAN AREA YMCA, INC. - Mobile Swim and Education	*Brandon Sports & Aquatic Center	287,532	287,532	
TAMPA METROPOLITAN AREA YMCA, INC. - Veggie Van		42,960	-	One Time Emergency Funding.
UNIVERSITY AREA COMMUNITY DEVELOPMENT CORPORATION (UACDC) - Get Moving! Mind, Body, Soul		108,650	108,650	
UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES, THE - Program-Wide Positive Behavior Support		745,166	745,166	
UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES, THE - Developing our Children's Skills for Success (DOCS K-5)		89,025	89,025	
UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES, THE - Helping our Toddler's Developing our Children's Skills (HOT DOCS)		157,260	157,260	
UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES, THE - Hillsborough HIPPY Parent Involvement Project	*Success 4 Kids and Families	1,348,975	1,348,975	Subcontract Possible Expansion.
			35,861,168	



## ***Narrative/Assumptions for FY 2020 - 2021 Budget***

### **Program Expenditures (continued)**

#### **New Program Funding**

**Children's Board Of Hillsborough County  
Fiscal Year 2020 - 2021 Budget  
October 1, 2020 - September 30, 2021  
NEW PROGRAM EXPENDITURES SCHEDULE**

Summer Services Grants (CBHC)	250,000
Summer Services Grants (BOCC)	250,000
Summer Passports	250,000
Emerging Community Needs Funding	500,000
Emergency Funding	700,000
Technical Assistance Grants	200,000
Match	300,000
Children's Board FRC Invitation to Negotiate (ITN)	4,000,000
Expansion of Existing Contracts	1,156,000
Total New Program Funding	<u>7,606,000</u>

#### **Recommendations:**

1. Release new funding through a competitive Request for Proposals for **Summer Services Grants** totaling \$500,000 by February 2021, to continue increasing quality for established summer programs for children ages six to fourteen. The release includes a \$250,000 investment from Hillsborough County BOCC.
2. Provide funding for **Summer Passports** in the amount of \$250,000 for up to two weeks of camp at local recreation sites which may include Glazer Children's Museum, Florida Aquarium, the Straz Center, Zoo Tampa; the Tampa Museum of Art or the Museum of Science and Industry (partners to be determined).
3. Increasing the amount available to \$500,000 throughout the fiscal year to award up to \$75,000 per request to support **Emerging Community Needs**. Intends to fund time-limited identified support for community needs that could not be anticipated prior to the development of the FY 2020 - 2021 budget for Board approval.
4. Increase the amount available to \$700,000 throughout the year to award an amount based on **Emergency Funding** need(s) due to unforeseen/catastrophic events that negatively impact services to children and families. *Note: Board may elect to use fund balance if community / providers needs exceed allocated amount.*



## ***Narrative/Assumptions for FY 2020 - 2021 Budget***

### **Program Expenditures (continued)**

5. Continue the release of \$200,000 in traditional **Technical Assistance Grants** in October 2020 and January 2021 to make available through a competitive Request for Application process and award multiple grants up to \$5,000 each for agency capacity building.
6. Make available \$300,000 for organizations to receive one-time **Match** grants as required by the primary funder; the grant opportunity must align with Children's Board mission and focus area(s).
7. Release an Intent to Negotiate (ITN) for a Managing Agency of all (7) Children's Board Family Resource Centers (FRCs) in May of 2020 for the start of Fiscal Year 2020-2021.
  - Children's Board Family Resource Centers (Provider Pending)  
(Amount to include funds for additional service vendors as identified during contract year).
8. Expansion of Existing Programs: The Children's Board will expand programs with opportunities to support identified Provider/Community needs.
  - Bay Area Legal Services, Inc. (Lawyers Helping Kids) – Increase capacity of legal representation for housing or unemployment issues.  
\$80,000
  - Children's Home, Inc., The D/B/A Children's Home Network (Kinship Hillsborough) – Build capacity for serving bilingual (English/Spanish) families through a coordinator/direct service position.  
\$75,000
  - Children's Museum of Tampa Inc., The D/B/A Glazer Children's Museum (Free Tuesday) – One-time (2020/2021) for expansion of Title One elementary student field trips or in-school assemblies.  
\$35,000
  - Children's Museum of Tampa Inc., The D/B/A Glazer Children's Museum (Learn & Play Tampa Bay) – Add Early Learning Virtual Component for underserved populations.  
\$15,000
  - Family Healthcare Foundation, Inc. (Connecting Kids to Care) – Build capacity through Community Schools to support access to healthcare coverage and medical home providers.  
\$60,000
  - Hillsborough Community College Foundation, Inc. (Quality Early Education System) – Additional subcontract coaching support and pending support for serving (4) and (5) year old children for school readiness.  
\$100,000



## ***Narrative/Assumptions for FY 2020 - 2021 Budget***

### **Program Expenditures (continued)**

- Hispanic Services Council, Inc. (La Red) – Add in-house bilingual Housing Specialist for countywide support.  
\$60,000
- Housing Authority of the City of Tampa (Village Link Up) – Additional community @ C. Blythe Andrews with support from a bilingual case manager to expand capacity.  
\$50,000
- Positive Spin, Inc. (Empowering a Community with Hope - EACH One) – Expand Financial Literacy component for community access and add case management for 33617 zip code.  
\$95,000
- Preserve Vision Florida, Inc. (Children's Vision Health and Safety) – Vision Screening and Follow Up at (7) Children's Board Family Resource Centers.  
\$35,000
- St. Joseph's Hospital D/B/A St. Joseph's Children's Hospital (Mobile Services and Education) Additional developmental screeners to serve (7) Children's Board Family Resource Centers and purchase supplies for health and educational services in compliance with new social distancing requirements.  
\$250,000
- Seniors in Service of Tampa Bay, Inc. (Readers in Motion) – Increase capacity to provide literacy support in community-based locations (such as Children's Board Family Resource Centers).  
\$60,000
- Success 4 Kids and Families, Inc. (Successful Families) - Add a bilingual Promotora position to expand capacity for families in East or South County.  
\$61,000
- Tampa Bay Community and Family Development Corporation D/B/A Bethesda Ministries (Bethesda's Children's Safety Home) – Expansion of safety home contract to address impact of trauma on families with young children.  
\$120,000
- University of South Florida Board of Trustees, The (Hillsborough HIPPY Parent Involvement Project) - Subcontract with Success 4 Kids and Families – Expand capacity of case management services.  
\$60,000



## Narrative/Assumptions for FY 2020 - 2021 Budget

### Children's Board Of Hillsborough County EMPLOYEE SALARIES AND BENEFITS SCHEDULE

	FY 2019 - 2020 Budget	FY 2019 - 2020 Amended Budget	FY 2019 - 2020 Estimated Actual	FY 2020 - 2021 Budget
<b>Salaries</b>	3,107,606	3,107,606	3,007,013	3,195,969
<b>Benefits</b>	1,136,321	1,136,321	1,059,169	1,230,256
<b>Total</b>	<b>4,243,927</b>	<b>4,243,927</b>	<b>4,066,182</b>	<b>4,426,225</b>

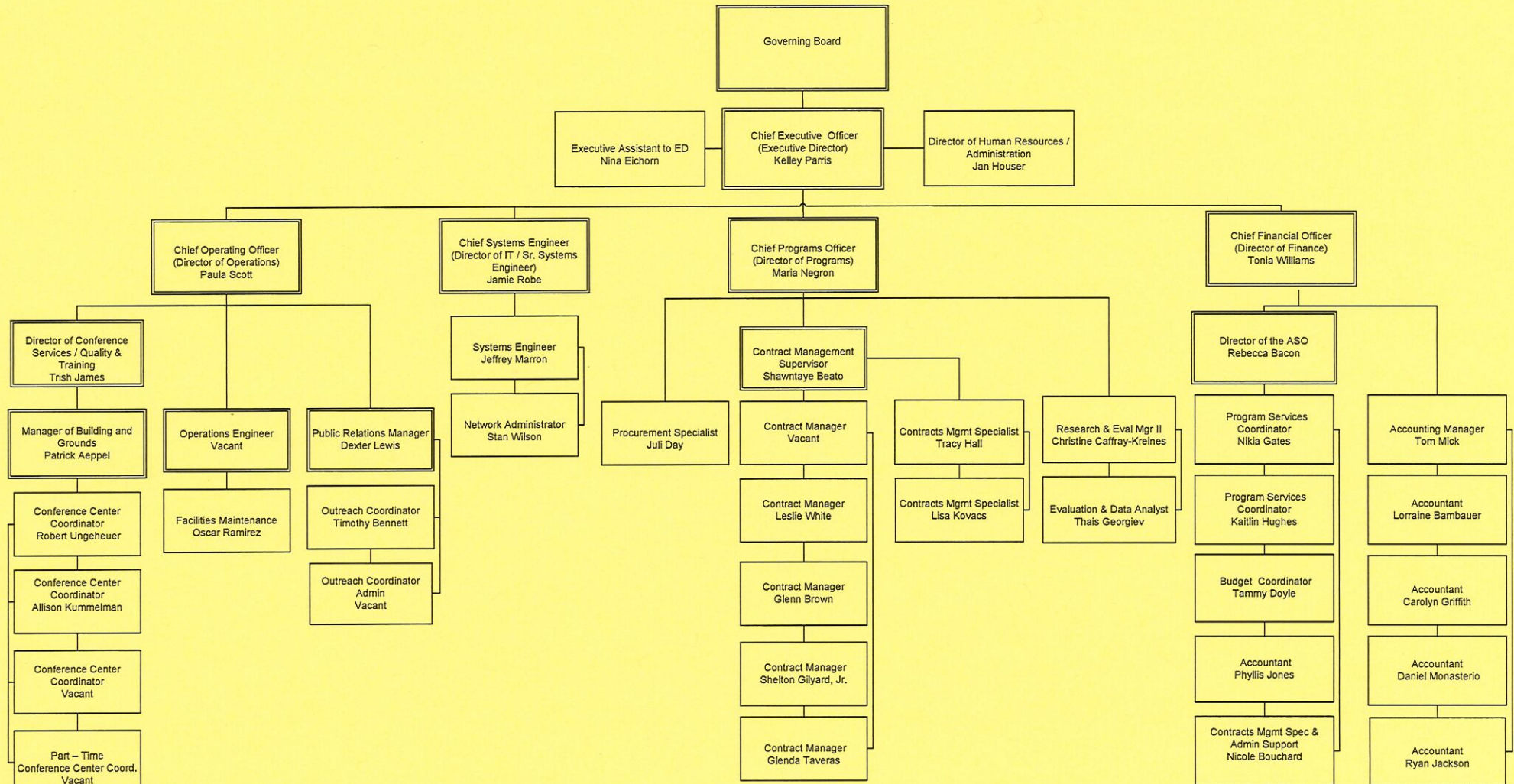
### POSITION SUMMARY

	FY 2019 - 2020 Amended Budget	FY 2020 - 2021 Budget	Change
<b>Full-Time FTE's</b>	40.50	41.50	1.00

- The overall FY 2020 - 2021 salary and fringe benefit budget has increased by \$182,298 (4.3%).
- One (1) full time position was added to the facilities team for a total of 41.5 FTEs.
- Salaries are budgeted at an increase of \$88,363 (2.8%).
  - A 3% market equity adjustment was included for all positions effective October 1, 2020 at a cost of approximately \$87,000 additional salary expense plus benefits.
  - A budget for a vacation payout benefit was included in the amount of \$30,009 plus benefits. Employees with more than 80 hours of unused annual leave may elect to receive up to 40 hours of additional vacation pay.
- The FY 2020 - 2021 fringe benefits are budgeted at a net increase of \$93,935 (8.3%)
  - FICA expenditures have increased by \$6,760 (2.8%) as the salary budget increased.
  - Deferred compensation contribution of 1.5% of employee's salary is budgeted at an increase of \$1,281 (2.9%) for a total of \$45,940.
  - The Florida Retirement System:
    - The FY 2020 - 2021 budget includes a total budget of \$290,237, an increase of 1.9%. This line will be adjusted in the final budget for the increases effective July 1, 2020.
  - Insurance expenditures (life insurance, health insurance & Other Post-Employment Benefits) have increased by \$79,442 (15%), budgeted at a total of \$610,514. The Children's Board premiums are budgeted to increase by 10%. Vacant positions are budgeted with family health insurance benefits. This line will be updated in the final budget when we receive the premium changes from Hillsborough County.
  - The long-term disability (LTD) and the short-term disability (STD) insurance rates have not changed in the preliminary budget. FY 2020 - 2021 budget is expected to decrease Slightly. This line will be updated in the final budget.
  - Unemployment compensation has remained at .1%, for a total budget of \$3,196.



The Children's Board of Hillsborough County  
Organizational Chart  
Effective 05/22/2020





**Children's Board Of Hillsborough County**  
**Fiscal Year 2020 - 2021 Budget**  
**October 1, 2020 - September 30, 2021**  
**OPERATING AND OTHER EXPENDITURES SCHEDULE**

	FY 2019 - 2020 Budget	FY 2019 - 2020 Amended Budget	FY 2019 - 2020 Estimated Actual	FY 2020 - 2021 Budget
<b>Operating Expenditures</b>				
<b>Contracted Professional Services</b>				
Legal and Auditing Services	134,400	134,400	109,400	95,000
Professional Services	395,172	395,172	398,500	270,318
<b>Total Contracted Professional Services</b>	<b>529,572</b>	<b>529,572</b>	<b>507,900</b>	<b>365,318</b>
<b>Facility Expenditures</b>				
CBHC FRC Expenses	27,900	27,900	53,000	409,040
Facilities Maintenance	233,560	233,560	129,041	194,915
Utilities	95,212	95,212	94,492	94,080
IT Maintenance	34,473	34,473	52,000	25,865
Equipment Lease and Maintenance	25,260	25,260	25,000	25,895
<b>Total Facility Expenditures</b>	<b>416,405</b>	<b>416,405</b>	<b>353,533</b>	<b>749,795</b>
<b>Other Operating Expenditures</b>				
Staff Meeting Travel	25,000	25,000	22,500	33,900
Professional Development	40,000	40,000	30,000	40,000
Postage & Delivery	9,000	9,000	8,500	9,000
Insurance-Property and Liability	78,284	78,284	73,981	85,500
Promotional Activities	32,000	32,000	32,000	52,000
Supplies and Equipment	31,656	31,656	47,700	36,756
Printing	31,500	31,500	31,000	31,000
Position and Public Notice Advertising	11,000	11,000	9,000	11,000
Memberships	32,000	32,000	32,000	33,000
Subscriptions	20,500	20,500	20,500	30,000
Other	3,475	3,475	3,525	2,925
Provider Training and Events	18,000	18,000	6,000	18,000
<b>Total Other Operating Expenditures</b>	<b>334,415</b>	<b>334,415</b>	<b>318,706</b>	<b>385,081</b>
<b>Total Operating Expenditures</b>	<b>1,280,392</b>	<b>1,280,392</b>	<b>1,180,139</b>	<b>1,500,194</b>
<b>Capital Expenditures</b>	<b>1,850,000</b>	<b>2,305,942</b>	<b>1,634,000</b>	<b>1,400,000</b>
<b>Mandatory Government Fees</b>	<b>1,310,080</b>	<b>1,310,080</b>	<b>1,249,656</b>	<b>1,422,735</b>



## ***Narrative/Assumptions for FY 2020 - 2021 Budget***

### **Operating and Other Expenditures**

- **Contracted Professional Services**

- Overall, the budget for Contracted Professional Services has decreased by \$164,254 (31%).
- The Legal Services budget has decreased by \$45,000, budgeted at \$55,000.
- The budget for the Auditing Services is estimated at \$40,000. This will be updated in the final budget after the RFP process is complete.
- The contract with Hillsborough County for IT services is budgeted at \$170 per month per computer (10% increase) for 39 computers for a total of \$79,560.
- \$12,818 has been added to the IT budget for the CBHC Family Resource Center data collection system (ANTS).
- Website hosting for the Prevent Needless Deaths website is budgeted at \$500.
- Contractual services for photography, Spanish translation of collateral, and creative services has remained constant, budgeted at \$16,000.
- \$1,440 has been budgeted for security at Board meetings.
- The budget for videotaping events and welcome videos remains constant at \$20,000. This includes a contract with Hillsborough County for HCTV for \$7,000, the creation of CBHC welcome videos for \$10,000 plus an additional \$3,000 to videotape community training events.
- The budget for community education and awareness has decreased by \$20,000 for a total budget of \$140,000 and includes a child safety awareness project with other community partners.

- **Facility Expenditures**

- Overall facilities expenditures have Increased by \$333,390 (80%).
- Occupancy expenses for the CBHC Family Resource Centers has been added to the CBHC operating budget for a total of \$409,040. This includes rent, maintenance, utilities, and other occupancy costs.
- Facilities Maintenance has decreased by \$38,645 (15.6%). Expenditures have been included in the budget based on a plan that was developed to provide required maintenance on the building through the next few years. The major item included in this year's budget are the replacement of the upstairs carpet budgeted at \$100,000.
- Utilities have decreased by \$1,132.
- Information Technology (IT) maintenance has decreased by \$8,608 (25%).
- Equipment Lease and Maintenance has increased by \$635.

- **Other Operating Expenditures**

- The overall other operating expenditure budget has increased by \$50,666 (15.2%).
- Staff meeting travel has increased by \$8,900 to include travel for the new position, travel to all CBHC Family Resource Center sites, and travel to the state Children's Services Council meetings.
- The insurance budget has increased by \$7,216 (9.2%). Insurance for the Plant City CBHC Family Resource Center was added to the budget.
- The Promotional Activities budget has increased by \$20,000 budgeted at \$52,000. Expenses originally included in professional services have been moved to this line.



## ***Narrative/Assumptions for FY 2020 - 2021 Budget***

### **Operating and Other Expenditures Continued**

- The Supplies and Equipment budget has increased from \$31,656 to \$36,756. Computer supplies for the CBHC FRCs have been added to the operating budget.
- The printing budget decreased slightly, budgeted at \$31,000 for CBHC materials and Family Guides.
- The Position and Public Notice Advertising budget remains at \$11,000 for ads for the funding releases and required advertising for the TRIM notices.
- Memberships have increased by \$1,000 for a total of \$33,000.
- Subscriptions have increased from \$20,500 to \$30,000 to include additional IT related software such as service subscriptions for on line applications, and the CATS and ASO databases. This line also includes human resources subscriptions.
- The Provider Training and Events line item has remained constant at \$18,000.
- **Capital**
  - \$1,400,000 has been budgeted for the purchase of a building for a Family Resource Center.
  - Woodroffe Corporation performed a building assessment with recommendations to the Board on January 23, 2014. The building and capital reserve provides funds to maintain the building.

### **Children's Board of Hillsborough County Building and Capital Reserve Summary**

	<b>FY 2020 - 2021 Budget</b>	<b>FY 2021 - 2022 Budget</b>	<b>FY 2022 - 2023 Budget</b>	<b>FY 2023 - 2024 Budget</b>	<b>FY 2024 - 2025 Budget</b>
<b>Beginning Reserve Balance</b>	313,119	384,027	481,627	581,627	681,627
<b>Additional Annual Reserve:</b>	100,000	100,000	100,000	100,000	100,000
<b>Available Reserve</b>	413,119	484,027	581,627	681,627	781,627
<b>Projected Expenditures</b>	(29,092)	(2,400)	-	-	-
<b>Projected Ending Reserve Balance</b>	<b>384,027</b>	<b>481,627</b>	<b>581,627</b>	<b>681,627</b>	<b>781,627</b>

- **Mandatory Government Fees**
  - This line has increased by \$112,655 (8.6%) for a total of \$1,422,735; representing 2% of the total FY 2020 - 2021 total budget.
  - Tax Collector's Fees are based on 2% of ad valorem tax revenue received. This line is expected to increase based on the tax base for a FY 2020 - 2021 total of \$1,000,630.
  - Property Appraiser's Fees are approximately .85% of ad valorem tax revenue. This line is expected to increase based on the tax base for a FY 2020 - 2021 total of \$419,105.
  - The City Storm Water Fee budget is estimated at \$3,000.
  - The mandatory government fees budget will be updated when final estimates are received for the final budget.



**Children's Board Of Hillsborough County**  
**FY 2019 - 2020 Estimated Spending**

	<b>FY 2019 - 2020 Amended Budget</b>	<b>FY 2019 - 2020 Estimated Actual</b>	<b>FY 2019 - 2020 Projected Difference</b>
<b>Revenue</b>			
Ad-Valorem Taxes	45,578,980	45,665,000	86,020
Investment Income	858,000	858,000	-
Administrative Services Organization (ASO)	1,405,000	1,162,500	(242,500)
Other Community Partner	410,000	218,000	(192,000)
Miscellaneous Income	155,000	156,000	1,000
<b>Total Revenue</b>	<b>48,406,980</b>	<b>48,059,500</b>	<b>(347,480)</b>
<b>Expenditures</b>			
Program:			
Program Funding (Continuation Grants)	37,935,319	34,188,639	3,746,680
CBHC Unallocated Program Funding	5,275,000	1,031,054	4,243,946
<b>Total Program Expenditures:</b>	<b>43,210,319</b>	<b>35,219,693</b>	<b>7,990,626</b>
Operating Expenditures			
Employee Salaries and Benefits	4,243,927	4,066,182	177,745
Contracted Professional Services	529,572	507,900	21,672
Facility Expenditures	416,405	353,533	62,872
Other Operating	334,415	318,706	15,709
<b>Total Operating Expenditures</b>	<b>5,524,319</b>	<b>5,246,321</b>	<b>277,998</b>
Capital Expenditures	2,305,942	1,634,000	671,942
Mandatory Government Fees	1,310,080	1,249,656	60,424
<b>Total Expenditures</b>	<b>52,350,660</b>	<b>43,349,670</b>	<b>9,000,990</b>
<b>Total Projected Difference</b>			<b>8,653,510</b>



## ***Narrative/Assumptions for FY 2019 - 2020 Estimated Spending***

- **Revenue**

- Total Revenue is projected to be under budget by a net amount of \$347,480.
- Ad-Valorem Tax Revenue is expected to be over budget by \$86,020 as more than 95% of the tax revenue has been received. This will be updated in the final budget packet.
- Investment Income is projected to be within budget. The current interest rate is .95 which is lower than the 2% budgeted but the bank balance is higher than expected.
- The Administrative Services Organization (ASO) revenue is expected to be under budget because it is estimated that the ASO will have less expenditures and revenue in the Eckerd contract and BOCC domestic violence support funds.
- Miscellaneous Income is expected to be slightly over budget by \$1,000 because of the cash back program from Wells Fargo credit cards.

- **Expenditures**

- **Program Expenditures**

- Total Program Expenditures are expected to be under budget by \$8 Million.
  - Continuation Grants are expected to be under budget by \$3.7 Million.
    - It is estimated that the ASO will spend \$242,500 less than the allocated amount of other funder's allocations and \$700,000 less in CBHC allocations. This amount will be updated in the final budget packet as additional requests have been received from families affected by the COVID-19 pandemic.
    - Actual continuation contracts negotiated were under budget by \$555,343 because of contracts included in the budget not being funded at the estimated amount and amendments throughout the year.
    - Estimated under spending of the remaining continuation grants is \$2.2 Million.
  - Unallocated Program Funding is expected to be under budget by \$4.2 Million.

- **Operating Expenditures**

- Salaries and Benefits are under budget by \$177,745 because of vacant positions throughout the year.
- Contracted Professional Services are expected to be under budget by \$21,672 because of under spending in legal services, contract human resource services, and building construction related contractual services.
- Facilities Expenditures are under budget as all the planned projects will not be completed by September 30. Those projects were added to the FY 2020 – 2021 budget.
- Other Operating Expenditures are expected to be under budget by \$15,709 due to underspending in professional development, travel, and supplies.

- **Capital Expenditures**

- Capital Expenditures are under budget by \$671,942. This is an estimate including purchase and build out of the Plant City CBHC Family Resource Center building. This line will be updated in the final budget packet.

- **Mandatory Government Fees**

- The property appraiser's fee was under budget by approximately \$60,000.



**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY  
PROJECTIONS**

**FY 2019 - 2020 to FY 2024 - 2025**

**Millage Rate .4589**



	FY 2019 - 2020 Amended Budget	FY 2019 - 2020 Estimated Actual	FY 2020 - 2021 Budget	FY 2021 - 2022 Budget	FY 2022 - 2023 Budget	FY 2023 - 2024 Budget	FY 2024 - 2025 Budget
MILLAGE RATE	0.4589	0.4589	0.4589	0.4589	0.4589	0.4589	0.4589
Projected Tax Revenue (millage rate @ .4589 w/ 9.13% inc. in tax base in FY 2021, 7% inc. in FY 2022, 7.1% inc. in FY 2023, 6.8% inc. in FY 2024, 6.6% inc. in FY 2025)	45,578,980	45,665,000	49,571,511	53,022,966	56,768,782	60,611,039	64,593,878
Investment Income	858,000	858,000	548,000	558,370	532,202	484,549	431,191
Administrative Services Organization and Other Community Partner	1,815,000	1,380,500	1,820,000	1,820,000	1,820,000	1,820,000	1,820,000
Miscellaneous Income	155,000	156,000	156,000	156,000	156,000	156,000	156,000
Total Revenue Available	48,406,980	48,059,500	52,095,511	55,557,336	59,276,984	63,071,588	67,001,069
<u>Operating Expenditures</u>	5,524,319	5,246,321	5,926,419	6,128,106	6,340,142	6,563,263	6,798,270
Mandatory Government Fees	1,310,080	1,249,656	1,422,735	1,520,102	1,626,858	1,736,362	1,850,873
Building and Capital Reserve Expenditures	2,305,942	1,634,000	1,400,000	1,400,000	1,400,000	-	-
<u>Program Funding (Continuation Grants)</u>	37,935,319	34,188,639	35,861,168	42,019,286	48,633,667	54,931,480	61,418,227
<u>New Program Funding (Unallocated)</u>	5,275,000	1,031,054	7,606,000	7,500,000	7,000,000	7,000,000	3,000,000
Total Expenditures	52,350,660	43,349,670	52,216,322	58,567,493	65,000,667	70,231,105	73,067,371
<b>Net Income (Spend Down)</b>	<b>(3,943,680)</b>	<b>4,709,830</b>	<b>(120,811)</b>	<b>(3,010,157)</b>	<b>(5,723,683)</b>	<b>(7,159,517)</b>	<b>(6,066,302)</b>
<b>Fund Balance</b>							
Total Fund Balance Beginning of Year	29,575,352	32,382,544	37,092,374	36,971,563	33,961,406	28,237,723	21,078,207
Net Income (Spend Down of Fund Balance)	(3,943,680)	4,709,830	(120,811)	(3,010,157)	(5,723,683)	(7,159,517)	(6,066,302)
Total Fund Balance End of Year after Spend Down	25,631,672	37,092,374	36,971,563	33,961,406	28,237,723	21,078,207	15,011,904
Less Non-Spendable Fund Balance Reserve	(26,100)	(26,100)	(26,100)	(26,100)	(26,100)	(26,100)	(26,100)
Less Committed Fund Balance Reserve (Operating Reserve)	(2,598,850)	(2,171,818)	(2,616,038)	(2,934,231)	(3,256,533)	(3,518,578)	(3,660,675)
Less Committed Fund Balance Reserve (Building & Capital Reserve)	(313,119)	(313,119)	(384,027)	(481,627)	(581,627)	(681,627)	(781,627)
Less Assigned Fund Balance Reserve	(15,088,138)	(15,088,138)	(21,959,659)	(18,949,502)	(13,225,819)	(6,066,302)	
<b>Unassigned Fund Balance</b>	<b>7,605,465</b>	<b>19,493,199</b>	<b>11,985,739</b>	<b>11,569,946</b>	<b>11,147,644</b>	<b>10,785,599</b>	<b>10,543,502</b>

**Definitions:**

**Non-Spendable Fund Balance Reserve** includes pre-paid expenditures.

**Committed Fund Balance Reserve** includes the building/capital reserve and operational reserve of 5.01% of the budgeted expenditures for the year.

**Assigned Fund Balance Reserve** consists of the future commitments included in the future projections that spend down from the fund balance.

**Unassigned Fund Balance** represents the difference between the total fund balance and all reserves above.

The reserve amounts above are determined and approved by the Board each year during the budgeting process.



## ***Narrative/Assumptions for Five Year Projections***

- **Revenue:**

- The Ad-Valorem Tax Revenue is budgeted at the millage rate of .4589 (the same rate as FY 2019 - 2020) in all fiscal years presented.
- The current estimated increase in the property tax base for FY 2020 - 2021 is 9.13%.
- The future property tax base value estimates (as of January 2020) from The Florida Office of Economic and Demographic Research are:
  - FY 2021 - 2022 is estimated to increase by 7%.
  - FY 2022 - 2023 is estimated to increase by 7.1%.
  - FY 2023 - 2024 is estimated to increase by 6.8%.
  - FY 2024 - 2025 is estimated to increase by 6.6%.

- **Operating Expenditures:**

- Salaries and benefits are increased 3% in all future fiscal years presented.
- Liability and building insurance are increased by 5% in all future fiscal years presented.
- Regular facilities operating expenditures are increased 3% in all future fiscal years presented.
- Other operating expenditures are not increased over the years.

- **Mandatory Government Fees:**

- Mandatory Government Fees are increased at the rate of increased revenue each year.

- **Program Expenditures:**

- Program Funding (Continuation Grants)
  - The portion of new program expenditures in each year that are not considered one-time funding are added to the continuation funding list in future years.
  - A 3% increase was added for the majority of the remaining continuation contracts for each fiscal year presented.
- New Program Funding (Unallocated)
  - New program funding is budgeted based on expected revenue and spend down from the fund balance.

- **Fund Balance:**

- The Governmental Accounting Standards Board (GASB) Statement No. 54 provides required categories to be used when presenting the Fund Balance portion of the financial statements.
- A portion of the Total Fund Balance is reserved and committed.
- The categories and definitions are included on the previous page.
- Budgets for fiscal years 2020 - 2021 through 2024 - 2025 include a systematic spend down of the Fund Balance.



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**Approval of Fund Balance Policy**

**Initiator:** Tonia Williams, Director of Finance

**Action:** Approval of the Children's Board of Hillsborough County Board Fund Balance Policy

**Date:** Executive / Finance Committee Meeting, Thursday, June 11, 2020

**Recommended Action**

Approval of the Children's Board of Hillsborough County Board Fund Balance Policy and attached resolution.

**Background**

- The Governmental Accounting Standards Board (GASB) Statement No. 54 requires the Board to establish a Fund Balance Policy that is reviewed and approved each year.
- This statement provides required categories to be used when presenting the Fund Balance in the Financial Statements.
- The Board Fund Balance Policy was originally approved January 26, 2012.
- Please see the attached Board Fund Balance Policy for the details of the policy, the category definitions, and items in each category.
  - Section I describes the purpose
  - Section II includes definitions for each category
  - Section III includes the specific areas that the Children's Board will include in the financial statements
- There are no recommended changes from the current policy at this time.

**Attachments**

- A.** Children's Board of Hillsborough County Board Fund Balance Policy
- B.** Resolution 19/20 – 06 Adopting a Fund Balance Policy

## Children's Board of Hillsborough County Board Fund Balance Policy

### I. PURPOSE

- To establish and maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board Statement No. 54 (GASB 54), Fund Balance Reporting and Governmental Fund Type Definitions.
  - The categories of Fund Balance, as defined by GASB 54, shall be composed of:
    - Non-spendable
    - Restricted
    - Committed
    - Assigned
    - Unassigned
  - The Children's Board of Hillsborough County's (CBHC) accounting procedures will determine the classifications for year-end fund balance categories.

### II. CATEGORY DEFINITIONS PER GASB 54

- **Fund Balance** – The difference between assets and liabilities in a governmental fund.
  - **Non-Spendable Fund Balance**
    - The portion of fund balance that cannot be spent because of form or because it must be maintained intact.
      - Examples include:
        - Inventory
        - Long-term Receivables
        - Pre-paid Expenses
        - Compensatory Absences
  - **Restricted Fund Balance**
    - The portion of fund balance with limitations imposed by creditors, grantors, laws, regulations, or enabling legislation.
  - **Committed Fund Balance**
    - The portion of fund balance that can be used only for the specific purposes determined by a formal action (resolution) of the organization's highest decision making authority.
    - Commitments may be changed or lifted only by the organization taking the same formal action (resolution) that imposed the original constraint.
  - **Assigned Fund Balance**
    - The portion of fund balance that includes spendable amounts established by the board and functions as a declaration of the board's intent.
    - Funds in this category are neither considered restricted nor committed.
    - Intent can be expressed by the governing body or by an official or committee which the governing body delegated the authority.

- **Unassigned Fund Balance**
  - The residual portion of fund balance that has not been restricted, committed, or assigned and is available for general purposes.

### **III. CHILDREN'S BOARD RESERVATIONS OF FUND BALANCE**

- **Non-Spendable Fund Balance**
  - This category will consist predominantly of:
    - Pre-Paid Expenditures
    - Long Term Receivables
    - Reserve for Compensatory Absences
  - The items and amounts in this category are determined during year end processes.
- **Committed Fund Balance**
  - Building and Capital Reserve
    - This amount is to be determined each year as part of the budgetary process.
    - This reserve is designated for use on projects of a capital nature such as building or building systems improvements and information technology infrastructure.
  - Minimal Operational Expenditures
    - CBHC will maintain a minimum committed fund balance of 5.01% of budgeted operating expenditures based on best practices as outlined by the Government Finance Officers Association.
    - This minimum amount will allow CBHC to maintain operations at times when cash outflow exceeds cash inflow, typically during the first two months of the fiscal year.
- **Assigned Fund Balance**
  - Amounts in this category to be determined each year as part of the budgetary process.
    - This category consists of future commitments included in the five year projections that spend down dollars from the fund balance.
- **Unassigned Fund Balance**
  - Represents the difference between the total fund balance and all other categories.

### **IV. ANNUAL REVIEW AND DETERMINATION OF FUND BALANCE POLICY**

- Compliance with the provisions of this policy shall be reviewed annually.

RESOLUTION 19/20 – 06  
OF THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY  
ADOPTING A FUND BALANCE POLICY

Upon motion by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, the following Resolution was adopted by a vote of \_\_\_\_ to \_\_\_\_.

WHEREAS, the Governmental Accounting Standards Board issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, in order to clarify the meaning and reporting of fund balance on financial statements; and

WHEREAS, the Board desires to establish a Fund Balance Policy for its governmental funds consistent with the Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, such a policy has been prepared and a copy thereof is attached; and

WHEREAS, the Children’s Board of Hillsborough County believes that it is necessary, appropriate and in the public interest to establish fund balance reserves,

NOW, THEREFORE, BE IT RESOLVED BY THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY, FLORIDA, IN PUBLIC MEETING THIS 25th DAY OF JUNE 2020 that:

1. The Children’s Board of Hillsborough County adopts the “Children’s Board of Hillsborough County Fund Balance Policy”, attached hereto and hereby directs the Executive Director to implement said policy.
2. All resolutions or parts of resolutions, insofar as they are inconsistent or in conflict with the provisions of the Resolution, are hereby repealed.
3. This Resolution shall be effective for financial reporting purposes for fiscal year 2021.

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

I, Edwin Narain, Chair of the Children's Board of Hillsborough County, Florida, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Resolution adopted by the Children's Board of Hillsborough County, Florida, at its meeting of June 25, 2020, as the same appears of record in the Minute Book of the Children's Board of Hillsborough County, Florida.

WITNESS my hand and official seal this 25<sup>th</sup> day of June, 2020.

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Edwin Narain, Board Chair