

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY BOARD EXECUTIVE/FINANCE COMMITTEE FEBRUARY 11, 2021 ~ 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  
K. Austin

## 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;** January 14, 2021 Board Executive/Finance Meeting Minutes

E. Narain

## DISCUSSION ITEMS

1. Racial Equity Project
2. Board Applications
3. Outstanding Contracts
4. Program Updates
5. Total Compensation Statement Updates for staff

K. Parris  
K. Parris  
T. Williams/  
M. Negron  
M. Negron  
J. Houser

## ADJOURNMENT

E. Narain

## IMPORTANT DATES TO REMEMBER

Regular Board Meeting	February 25, 2021	3:00 PM
Executive Finance Committee Meeting	March 11, 2021	12:00 PM
Regular Board Meeting	March 25, 2021	3:00 PM

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY BOARD EXECUTIVE/FINANCE COMMITTEE MEETING MINUTES JANUARY 14, 2021 – 12:00 PM

<b>Subject</b>	Executive/Finance Committee Meeting	<b>Date</b>	January 14, 2021
<b>Facilitator</b>	Edwin Narain, Board Chair	<b>Time</b>	12:02 PM
		<b>Actual Time</b>	12:02 PM – 12:37 PM
<b>Location</b>	Children's Board Conference Rooms B/C Conference Call: 1-866-899-4679 Access Code: 579-512-941	<b>Call to Order</b>	The meeting was called to order at 12:02 PM
		<b>Board/Committee Members PRESENT</b>	Edwin Narain, Chair – via phone Andy Mayts, Vice Chair Robin DeLaVergne, Secretary/Treasurer
<b>Other Attendees</b>	Kelley Parris, E.D. Kristina Austin, Recorder David Adams, Board Attorney	Tonia Williams, CBHC Staff Paula Scott, CBHC Staff Maria Negron, CBHC Staff	Trish James, CBHC Staff Jamie Robe, CBHC Staff

## SUMMARY

No.	Topic	Highlights
I.	<b>CALL TO ORDER</b>	Edwin Narain, Board Chair, called the meeting to order at 12:02 PM.
II.	<b>PUBLIC COMMENT</b>	None.
III.	<b>ACTION ITEMS</b>	
	<b>1. November 19, 2020 Board Executive/ Finance Committee Minutes</b> <b>Motion (1)</b>	E. Narain requested approval of the November 19, 2020 Executive/Finance Committee meeting Minutes.  <b><i>Motion by Robin DeLaVergne to approve the November 19, 2020 Executive/ Finance Committee meeting Minutes. second by Andy Mayts. Motion carried (3-0).</i></b>
	<b>DISCUSSION ITEMS</b>	
	<b>1Housing/Eviction/ Training Update</b>	K. Parris provided an update on the following items: <ul style="list-style-type: none"> <li>• Bay Area Legal Services conducted a training class to inform case managers of the various steps in the eviction process. One hundred and ten (110) case managers attended the training. The training was recorded for future access;</li> <li>• CBHC working with THHI and all partners involved in assisting homeless families to identify issues to streamline the process;</li> <li>• During the last meeting with THHI, there were at least four thousand eighty three (4,083) evictions in the queue.</li> </ul>
	<b>2. CB- COVID-19 Plan Update</b>	K. Parris updated the Committee on the Children's Board COVID-19 plan: <ul style="list-style-type: none"> <li>• In response to rising levels of positive cases in Hillsborough County, conference rooms are only being utilized by staff members and are currently closed to the public;</li> <li>• Staff members are now entering the building through a designated side entrance to minimize exposure from outside influences.</li> </ul>

## SUMMARY

No.	Topic	Highlights
	<b>3. Underspending Update</b>	<p>Tonia Williams supplied the Committee with an overview of CBHC’s financial spending:</p> <ul style="list-style-type: none"> <li>• FY 19-20 has ended and the draft financial statement is being finalized;</li> <li>• Auditors are still conducting their analysis and will return to the Committee meeting with the final audit;</li> <li>• CBHC ended 2020 with a fund balance of 40.6 million;               <ul style="list-style-type: none"> <li>- 12.2 million was rolled over into the fund;</li> <li>- Most of the underspent funds were a result of provider’s not utilizing travel, training and vacant FTE’s;</li> <li>- 26.6 million is reserved for future spending;</li> <li>- Staff is currently evaluating options to re-allocate the additional monies.</li> </ul> </li> </ul>
	<b>4. Program Updates</b>	<p>M. Negrón provided an update on the following:</p> <ul style="list-style-type: none"> <li>• Ninety (90) contracts are currently active;</li> <li>• Performance Improvement Plan (PIP);</li> <li>• Seventeen (17) Technical Assistance Grant Recommendations;</li> <li>• Summer Passport Grant:               <ul style="list-style-type: none"> <li>- The Tampa Bay Lightning and Tampa Theatre might be potential partners for FY2020-2021;</li> </ul> </li> <li>• Effects of COVID-19 and the processes used to ensure comparable outcomes;</li> <li>• Sixty (60) measurable outcomes were found within CBHC contract matrixes:               <ul style="list-style-type: none"> <li>- Forty-six (46) outcomes were met by the provider community.</li> </ul> </li> </ul>
	<b>5. Operations Update</b>	<p>P. Scott gave the Committee a status update on the Plant City buildout:</p> <ul style="list-style-type: none"> <li>• Contract negotiations began immediately after Board gave approval to proceed with acceptance of maximum price;</li> <li>• Contract was signed and return on 12/21/2020;</li> <li>• Notice of Commencement issued on 12/21/2020 with notice to proceed on 12/22/2020;</li> <li>• The start of the 165 days for the buildout to substantial completion began on 12/22/2020;</li> <li>• Projected end date of buildout is 6/5/2021.</li> </ul>
	<b>6. ELC Update</b>	<p>D. Adams provided an update on efforts taken by CBHC to ensure compliance with E-verify requirements:</p> <ul style="list-style-type: none"> <li>• 2020 Legislative Session passed Senate Bill 664 requiring all state agencies and their subcontractors to use the E-Verify system to ensure eligibility to work in U.S.;</li> <li>• Contract Process for existing providers to ensure compliance:               <ul style="list-style-type: none"> <li>- ELC created a form that allows their existing providers to certify they are using E-Verify;</li> </ul> </li> <li>• Contract Process for new providers to ensure compliance:               <ul style="list-style-type: none"> <li>- Starting July 1, 2020, new contracts included an affidavit that mirrors contract language of the County and certifies E-Verify system is being used by provider;</li> </ul> </li> <li>• The affidavit will function as a compliance tool to ensure CBHC is meeting the guidelines of SB 664/ FL. Statute s. 448.095.</li> </ul>
	<b>ADJOURNMENT</b>	The meeting adjourned at 12:37 PM

## APPROVALS

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| 1. | <b><i>Motion by Robin DeLaVergne to approve the November 19, 2020 Executive/ Finance Committee Meeting Minutes. second by Andy Mayts. Motion carried (3-0).</i></b> |
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READ AND APPROVED BY:

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Edwin Narain, CBHC Chair and  
Executive/Finance Committee Chair