

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY BOARD EXECUTIVE COMMITTEE/ BUDGET WORKSHOP

August 25, 2022 ~ 1:00 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: 1-813-515-8094

Access Code: 479 204 397#

CALL TO ORDER

Quorum Verification

Attendance Verification

A. Mayts

A. Mayts

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.

A. Mayts

DISCUSSION ITEMS

1. Program Updates and Release Timeline

M. Negron

ACTION ITEMS

1. **Approval;** June 9, 2022 Board Executive/Finance Meeting Minutes
2. **Approval;** Provider Sub-Contract Audit Waiver for FSU Match Contract
3. **Approval;** Provider Audit Exception
4. **Approval;** Final FY 2022-2023 Millage Rate and Budget

A. Mayts

K. Parris

T. Williams

T. Williams

NEW BUSINESS

ADJOURNMENT

A. Mayts

IMPORTANT DATES TO REMEMBER

Board Executive Meeting	September 07, 2022	4:00 PM
Preliminary TRIM Meeting	September 07, 2022	5:01 PM
Regular Board Meeting	September 21, 2022	3:00 PM
Final TRIM Meeting	September 21, 2022	5:01 PM

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY BOARD EXECUTIVE/FINANCE COMMITTEE MEETING MINUTES JUNE 09, 2022 – 12:00 PM

Subject	Executive/Finance Committee Meeting		Date	June 09, 2022
Facilitator	Robin DeLaVergne, Vice-Chair		Time	12:00 PM
			Actual Time	12:01 PM – 1:53PM
Location	Children's Board Conference Rooms B/C Conference Call: 1-866-899-4679 Access Code: 579-512-941		Call to Order	The meeting was called to order at 12:01 PM
			Board/Committee Not Present	Andy Mayts, Chair Beth Pasek, Secretary/Treasurer
Board/Committee Members PRESENT	Robin DeLaVergne, Vice Chair Megan Proulx Dempsey, Board Member Chris Letsos, Board Member Lynn Gray, Board Member			
Other Attendees	Kelley Parris, E.D. Kristina Austin, Recorder David Adams, Board Attorney		Paula Scott, CBHC Staff Maria Negron, CBHC Staff Dexter Lewis, CBHC Staff	
			Tonia Williams, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff	

SUMMARY

No.	Topic	Highlights
I.	CALL TO ORDER	Robin DeLaVergne, Vice-Chair, called the meeting to order at 12:01 PM.
II.	ATTENDANCE VERIFICATION	R. DeLaVergne requested K. Austin verify attendance. A quorum was present.
III.	PUBLIC COMMENT	None.
IV.	SPECIAL PRESENTATION	Bob Henriquez, Hillsborough County Property Appraiser, spoke to the Finance Committee and Board members on the following items: <ul style="list-style-type: none"> • State of the Hillsborough County Real Estate Market; • The Property Tax Process; • County-wide Residential Real Estate Market; • County-wide Commercial Real Estate Market; • Just Value Over Time; • Revenues Over Time; • 2021-2022 Growth Report; • 2022 Taxing Authorities Revenue.
	ACTION ITEMS	
	1. May 12, 2022 Board Executive Finance Meeting Minutes	R. DeLaVergne requested approval of the <i>May 12, 2022 Executive/Finance Committee meeting Minutes.</i>
	Motion (1)	<i>Motion by Megan Proulx Dempsey to approve the May 12, 2022 Executive/ Finance Committee Meeting Minutes. second by Chris Letsos. Motion carried (4-0).</i>

SUMMARY

No.	Topic	Highlights
	<p>2. FY 2022-2023 Millage Rate and Budget</p> <p style="text-align: right;">Motion (2)</p>	<p>T. Williams requested preliminary approval of the FY 2022-2023 Millage Rate and Budget. The following details were reviewed by T. Williams:</p> <ul style="list-style-type: none"> • Summary; • Expenditures Breakdown; • Revenue Schedule; • Employee Salaries and Benefits Schedule; • Operating and Other Expenditures Schedule; • Building and Capital Reserve/Mandatory Government Fees; • FY 2021-2022 Estimated Spending Report; • Five Year Projections; • Assumptions Underlying Five Year Projections. <p>M. Negrón reviewed the following programmatic details:</p> <ul style="list-style-type: none"> • FY 2022-2023 Program Continuation Funding List; • Program Expenditures & Program Funding; • FY 2022-2023 New Program Funding List; • FY 2023 Annual Contract Evaluation & Recommendation for Continuation Funding (Draft); • FY 2022-2023 Funding Plan & Platforms Overview; • FY 2022-2023 Funded Providers by Platforms (Draft); • Funding Release Timeline through FY 2024-2025; • Provider Improvement Plan Process; • FY 2022-2023 Outcomes and Recommended Measures. <p><i>Motion by Chris Letsos to approve the Preliminary FY 2022-2023 Millage Rate and Budget; second by Megan Proulx Dempsey. Motion carried (4-0).</i></p>
	<p>3. Children’s Board of Hillsborough County Fund Balance Policy</p> <p style="text-align: right;">Motion (3)</p>	<p>T. Williams requested approval of the Children’s Board of Hillsborough County Fund Balance Policy.</p> <p><i>Motion by Megan Proulx Dempsey to approve the Children’s Board of Hillsborough County Fund Balance Policy; second by Chris Letsos. Motion carried (4-0).</i></p>
	DISCUSSION ITEMS	
	<p>1. Community Update</p>	<p>K. Parris provided an update on Community Alliance:</p> <ul style="list-style-type: none"> • As of June 9, 2022, there was no signed contract with the lead agency; • Leadership position descriptions have been released on the Florida Children’s Coalition website for the lead agency. <p>K. Parris informed the Committee of the following items:</p> <ul style="list-style-type: none"> • A request has been made for a meeting with the City of Tampa and Hillsborough County to determine their plans for affordable housing; • The ASO is spending a significant amount of funds on housing supports to stabilize families in need; • A meeting occurred with the public- school system concerning trauma informed schools; <ul style="list-style-type: none"> ○ After an analysis of the data, the meeting was held in the zipcode 33619; ○ Frost Elementary and Giunta Middle School are the focus for this effort; ○ Leadership within the schools have expressed interest in the efforts and elementary school models that feed into a middle school are being examined for their suitability.

SUMMARY

No.	Topic	Highlights
		<p>Lastly, K. Parris provided an update on Silver Oaks apartments:</p> <ul style="list-style-type: none"> • There have been several meetings with the residents; • Residents are battling rodents, infestations, water leaks, and mold; • Twenty-two (22) children have been identified in the apartment complex interested in summer programming; • Emergency funding is being considered to provide the summer programs to the Silver Oaks children; • The NAACP has agreed to loan the CBHC their offices to divide the children into the appropriate age ranges for the programming; • The apartment complex has been assigned a HUD rating of fifty-seven (57) which signifies life threatening conditions on the premises; • Additional updates will be forthcoming as the situation evolves.
	2. Program Updates	<p>M. Negrón provided updates on the following items:</p> <ul style="list-style-type: none"> • Funding Releases; • Provider Improvement Plans (PIP); • Program Closures; • Potential Contract Termination; • Provider Forum.
	3. Guardian-Ad Litem Update	<p>S. Parker provided information to the Board members regarding the Guardian Ad-Litem Program:</p> <ul style="list-style-type: none"> • The Program advocates for the best interests of children that have been abused or neglected; • The Guardian ad-litem team assigned to the case investigates and reviews all aspects of a child's case from interviewing the child, the parents, the case workers and access the records to determine the best interest of the child; • After careful review: the following is decided upon: living arrangements (placement), necessary services, visits (either supervised or unsupervised), and living arrangements (permanency); • Unfortunately, there are never enough volunteers to meet the level of need in the program.
	ADJOURNMENT	The meeting adjourned at 1:53 PM

APPROVALS

Motion by Megan Proulx Dempsey to approve the May 12, 2022 Executive/ Finance Committee Meeting Minutes. second by Chris Letsos. Motion carried (4-0).

Motion by Chris Letsos to approve the Preliminary FY 2022-2023 Millage Rate and Budget; second by Megan Proulx Dempsey. Motion carried (4-0).

Motion by Megan Proulx Dempsey to approve the Children's Board of Hillsborough County Fund Balance Policy; second by Chris Letsos. Motion carried (4-0).

READ AND APPROVED BY:

Andy Mayts, CBHC Chair and
Executive/Finance Committee Chair

Provider Sub-Contract Audit Waiver

Initiator: Kelley Parris, Executive Director

Action: Provider Sub-Contract Audit Waiver for Florida State University Match Contract

Date: Executive/Finance Committee Meeting, Thursday, August 25, 2022

Recommended Action

Approve Florida State University request to waive the audit requirement per Section (#14) and (#27) of the CBHC General Terms and Conditions for FY 2020-2021 & FY 2021- 2022 for their Sub-Contracted Provider: Cognitively Guided Instruction Math Teacher Learning Center.

Background

- Florida State University completed the Match application process and serves as the Lead Agency for the contract. The University is in compliance with their audit submission.
- When funded on June 2, 2021, as a Match contract, the primary funder was already funding the project with established sub-contracts. To maintain the integrity of the model those sub-contracts were utilized for the Children's Board grant to expand training for Hillsborough County teachers.
- General Terms and Conditions: Section 14.g. Audits or Reviews of Newly Funded or Small PROVIDERS: *If a PROVIDER is newly funded by the CHILDREN'S BOARD or is a PROVIDER with a current fiscal year budget of less than \$300,000, Board Policy 1B.1.02.1.13, Audit Requirements, will be applicable as determined by the CHILDREN'S BOARD.*
- General Terms and Conditions: Section 27 Assignments and Sub-contractors: excerpt: *All such assignments and sub-contracts will be subject to the conditions of this Agreement and to any conditions the CHILDREN'S BOARD deems necessary.*

Provider Audit Submission Exception

Initiator: Tonia Williams, Director of Finance

Action: Provider Audit Submission Exception for Mary Lee's House

Date: Executive/Finance Committee Meeting, Thursday, August 25, 2022

Recommended Action

Approve Mary Lee's House request to submit a "Review" instead of an "Audit" of their Annual Financial Statements ending December 31, 2021.

Background

- Board Policy 2.13.E states:
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.
- Mary Lee's house was funded beginning January 19, 2022.
- CBHC received a copy of the Mary Lee's House Audited Financial Statements dated December 31, 2020, on February 16, 2022.
- The Mary Lee's House Board voted to have a "Review" done of their financial statements ending December 31, 2021, due to the high cost of an audit. It is the practice of the Board to have a "Review" done every other year in place of an "Audit".

Approval of Millage Rate and FY 2022 - 2023 Budget

Initiator: Tonia Williams, Director of Finance

Action: Approval of FY 2022 - 2023 Millage Rate and Budget

Date: Executive / Finance Committee Meeting, Thursday, August 25, 2022

Recommended Action

Provide approval of a Millage rate of .4589 and FY 2022 - 2023 Budget of \$66,510,314.

Background

- The attachment to this Board memo provides detail of the FY 2022 – 2023 revenue and expenditures along with a five-year projection of revenue and expenditures.

Attachment

- A. FY 2022 - 2023 Annual Budget (Separate file)