

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## REGULAR BOARD MEETING

### SEPTEMBER 21, 2022 ~ 3:00 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

Conference Line: 1-813-515-8094  
Access Code: 479 204 397#

### CALL TO ORDER

Attendance Verification  
Quorum Verification  
Invocation and Pledge of Allegiance

A. Mayts  
K. Austin  
A. Mayts  
A. Mayts

### 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 three (3) minutes.

A. Mayts

### EXECUTIVE DIRECTOR DISCLOSURE

K. Parris

### ACTION ITEMS

1. **Approval;** August 25, 2022 Regular Board Meeting Minutes A. Mayts
2. **Approval;** September 7, 2022 Preliminary TRIM Hearing Minutes A. Mayts
3. **Approval;** Executive Director Contract Extension D. Adams
4. **Approval;** Contract with Hillsborough County BOCC J. Robe
5. **Approval;** Contract with Hillsborough County BOCC for Domestic Violence Funds R. Bacon
6. **Approval;** Contract with Hillsborough County BOCC for Social Services Funds R. Bacon
7. **Approval;** 2023 Swim Uniting Grant Release M. Negron

### PRESENTATIONS

Tampa Bay Lightning

M. Negron  
J. McKenzie

### REPORTS/PRESENTATIONS

1. Executive Director Reports K. Parris
  - A. Activities –August 26, 2022 – September 21, 2022
  - B. Community Alliance
2. Programs Reports M. Negron
3. Finance Reports T. Williams

## OLD/NEW BUSINESS

## ADJOURNMENT

## ATTACHMENTS

1. Contract Signature Logs (ASO, Programs, Vendors)
2. August 2022 Financial Statements
3. Preliminary Part II Summary of 2022 Annual Contract Evaluations
4. Good News!

## IMPORTANT DATES TO REMEMBER

### October

Board Executive/Finance Committee	October 13, 2022	12:00 PM
Regular Board Meeting	October 27, 2022	3:00 PM

### November

Board Executive/Finance Committee	November 3, 2022	12:00 PM
Regular Board Meeting	November 17, 2022	3:00 PM

### December

## NO MEETINGS

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## REGULAR BOARD MEETING

### August 25, 2022 ~ 3:00 PM

### MEETING MINUTES

<b>Subject</b>	<b>Regular Board Meeting</b>	<b>Date</b>	<b>August 25, 2022</b>
<b>Facilitator</b>	Andy Mayts, Chair	<b>Meeting Time</b>	3:00 PM
<b>Location</b>	Conference Call: 1-813-515-8094 Access Code: 479 204 397# 1002 East Palm Ave. Tampa, FL 33605	<b>Actual Meeting Time</b>	3:00 PM – 4:04 PM
		<b>Adjourned</b>	4:04 PM
<b>Board Member Attendance</b>	Andy Mayts, Chair Robin DeLaVergne, Vice-Chair Beth Pasek, Secretary/Treasurer - absent	Megan Proulx Dempsey Gwen Myers Lynn Gray - absent Sarah Naumowich	Addison Davis - absent Katherine Essrig Ed Narain Chris Letsos
<b>Other Attendees</b>	Kelley Parris, Executive Director David Adams, CBHC Board Attorney Kristina Austin, Recorder Paula Scott, CBHC Staff	Maria Negron, CBHC Staff Jan Houser, CBHC Staff Tonia Williams, CBHC Staff-absent Daniel Monasterio, CBHC Staff	Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff Rebecca Bacon, CBHC Staff Dexter Lewis, CBHC Staff

## SUMMARY

No.	Topic	Highlights
I	<b>CALL TO ORDER</b>       <b>PUBLIC COMMENT</b>	A. Mayts called the meeting to order at 3:00 PM.  <ul style="list-style-type: none"> <li>A. Mayts called for Board attendance verification.</li> <li>E. Narain led the Invocation.</li> <li>R. DeLaVergne led the Pledge of Allegiance.</li> <li>A. Mayts called for Public Comment; there was none.</li> </ul>
II.	<b>ACTION ITEMS</b>	
	<b>1. 6-23-2022 Regular Board Meeting Minutes</b>     <b>Motion (1)</b>	A. Mayts requested approval of the June 23, 2022 Regular Board Meeting minutes.  <i>Motion by Ed Narain to approve the June 23, 2022 Regular Board Meeting minutes; second by Katherine Essrig. Motion carried (8-0).</i>
	<b>2. Approval of FY 2022-2023 Millage Rate</b>	D. Monasterio requested approval of the FY 2022–2023 Millage Rate. The following details were reviewed: <ul style="list-style-type: none"> <li>The budgeted millage rate of .4589 is no change from the current FY 2021-2022 millage rate.</li> <li>It is estimated that the tax base will increase in FY 2022 – 2023 by 15.31%, for an additional \$8 million in current tax revenue.</li> </ul>

## SUMMARY

No.	Topic	Highlights
	<b>Motion (2)</b>	<p>The estimated increase in the tax base from the State of Florida for the next four years are as follows:</p> <ul style="list-style-type: none"> <li>▪ FY 2023 -2024 – increase by 10.5%</li> <li>▪ FY 2024 - 2025 – increase by 9.5%</li> <li>▪ FY 2025 - 2026 – increase by 7.8%</li> <li>▪ FY 2026 - 2027 – increase by 7.4%</li> </ul> <ul style="list-style-type: none"> <li>• The estimated rolled-back rate is .4113.</li> <li>• .5000 millage rate is the maximum allowable millage rate under the Children’s Board statute.</li> </ul> <p><b><i>Motion by Megan Dempsey to approve the Final FY 2022-2023 Millage Rate; second by Sarah Naumowich. Motion carried (7-0) with (1) abstention by Katherine Essrig.</i></b></p>
	<b>3. Approval of Final FY 2022-2023 Budget</b>  <b>Motion (3)</b>	<p>D. Monasterio requested approval of the Final FY 2022–2023 Budget.</p> <ul style="list-style-type: none"> <li>• The FY 2022–2023 Budget was reviewed at the Executive / Finance Committee Budget Workshop.</li> <li>• A Preliminary TRIM Hearing will be held on September 7, 2022 at 5:01 PM and the Final TRIM Hearing will be held on September 21, 2022 at 5:01 PM.</li> </ul> <p><b><i>Motion by Ed Narain to approve the Final FY 2022-2023 Budget; second by Megan Dempsey. Motion carried (8-0).</i></b></p>
	<b>4. Approval of FY 2022-2023 Regular Board and Executive Finance Meeting Schedules</b>	<p>K. Parris requested approval of the FY 2022-2023 Regular Board and Executive/Finance Meeting schedules. The schedules will be published in The Tampa Bay Times as follows:</p> <p><b><u>Regular Board Meetings</u></b> (3:00 PM, 4<sup>th</sup> Thursday of month unless noted)</p> <p>October 27, 2022  November 17, 2022 (3<sup>rd</sup> Thursday due to Thanksgiving)  No December 2022 Meeting  January 26, 2023  February 23, 2023  March 23, 2023  April 27, 2023  May 25, 2023  June 22, 2023  No July 2023 Meeting  August 24, 2023  September 28, 2023</p>

## SUMMARY

No.	Topic	Highlights
		<p><b><u>Board Executive and Finance Committee Meetings</u></b> (12:00 PM, 2<sup>nd</sup> Thursday of month unless noted)</p> <p>October 13, 2022 November 3, 2022 (1<sup>st</sup> Thursday due to Thanksgiving) No December 2022 Meeting January 12, 2023 February 9, 2023 March 9, 2023 April 13, 2023 May 11, 2023 June 8, 2023 No July 2023 Meeting August 24, 2023 (Budget Workshop 1:00 p.m.) September 14, 2023</p> <p style="text-align: right;"><b>Motion (4)</b></p>
	<p><b>5. Approval of Review Team Recommendations for Miscellaneous Architectural and Engineering Services</b></p> <p style="text-align: right;"><b>Motion (5)</b></p>	<p>P. Scott requested approval to pursue Review Team Recommendations to proceed with negotiating and executing a continuation contract with Wannemacher Jensen Architects Inc., the Review Team's top ranked firm for PUR 2022-01 Miscellaneous Architectural and Engineering Services.</p> <p><b><i>Motion by Katherine Essrig to approve Review Team's Recommendations for Miscellaneous Architectural and Engineering Services; second by Ed Narain. Motion carried (8-0).</i></b></p>
	<p><b>6. Approval to Release the Request for Proposals (RFPs) for 2023 Leading Grants</b></p> <p style="text-align: right;"><b>Motion (6)</b></p>	<p>M. Negron requested approval to release in August 2022 a Request for Proposals (RFPs) for 2023 Leading Grants.</p> <ul style="list-style-type: none"> <li>• Total allocation not to exceed \$1,400,000;</li> <li>• Funding for FY22-FY23 is contingent upon final approval of the FY22-FY23 Budget at the September 21, 2022 Final TRIM meeting;</li> <li>• Grant was developed as a special initiative to offer a more supportive process for new/small nonprofit organizations;</li> <li>• Contract start dates will begin in FY 2023.</li> </ul> <p><b><i>Motion by Megan Dempsey to approve the Release the RFPs for 2023 Leading Grants for new or small nonprofits; second by Sarah Naumowich. Motion carried (8-0).</i></b></p>
	<p><b>7. Approval to Release the Request for Proposals (RFPs) for 2023 Investment Grants</b></p> <p style="text-align: right;"><b>Motion (7)</b></p>	<p>M. Negron requested approval to release in August 2022 a Request for Proposals (RFPs) for 2023 Investment Grants.</p> <ul style="list-style-type: none"> <li>• Total allocation not to exceed \$3,500,000;</li> <li>• Funding for FY22-FY23 is contingent upon final approval of the FY22-FY23 Budget at the September 21, 2022 Final TRIM meeting;</li> <li>• Grants will address any of the four (4) Children's Board focus areas to support large scale community needs;</li> <li>• Contract start dates will begin in FY2023.</li> </ul> <p><b><i>Motion by Katherine Essrig to approve the Release of RFPs for 2023 Investment Grants; second by Ed Narain. Motion carried (8-0).</i></b></p>

## SUMMARY

No.	Topic	Highlights
	<b>8. Approval to Release the Request for Proposal (RFP) for 2023 Uniting Grant “Padres de Crianza”</b>  <b>Motion (8)</b>	<p>M. Negron requested approval to release in August 2022 a Request for Proposals (RFPs) for a 2023 Uniting Grant for “Padres de Crianza.”</p> <ul style="list-style-type: none"> <li>• Total Allocation not to exceed \$500,000;</li> <li>• Funding start date was not established at the time of the agenda item and is contingent upon approval of the FY 2022-23 Budget at the September 21, 2022 Final TRIM meeting;</li> <li>• Grant was developed as a special effort to address the growing Hispanic community in Hillsborough County.</li> </ul> <p><b><i>Motion by Robin DeLaVergne to approve the Release of an RFP for a 2023 Uniting Grant for “Padres de Crianza;” second by Katherine Essrig. Motion carried (8-0).</i></b></p>
	<b>9. Approval to Release the Request for Proposals (RFPs) for 2023 Investment Grant in collaboration with the School District</b>  <b>Motion (9)</b>	<p>M. Negron requested approval to release a Request for Proposals (RFPs) in August 2022 for a 2023 Investment Grant in collaboration with the School District</p> <ul style="list-style-type: none"> <li>• Total Allocation not to exceed \$1,000,000;</li> <li>• Funding start date was not established at the time of the agenda item and is contingent upon approval of the FY 2022-23 Budget at the September 21, 2022 Final TRIM meeting;</li> <li>• Release is being developed in collaboration with the School Social Department;</li> <li>• Grant intent is to hire a Family Resource Specialist to work alongside school personnel and the Social Work team in schools with high student enrollment experiencing or at risk for homelessness;</li> <li>• Seven (7) Elementary and three (3) “feeder” Middle Schools have been identified.</li> </ul> <p><b><i>Motion by Ed Narain to approve the Release of an RFP for a 2023 Investment Uniting Grant; second by Megan Dempsey. Motion carried (8-0).</i></b></p>
	<b>10. Approval to Release the Request for Proposals (RFPs) for the 2023 Uniting Grants</b>  <b>Motion (10)</b>	<p>M. Negron requested approval to release in August 2022 a Request for Proposals (RFPs) for 2023 Uniting Grants.</p> <ul style="list-style-type: none"> <li>• Total Allocation not to exceed \$1,000,000;</li> <li>• Funding start date was not established at the time of the agenda item and is contingent upon approval of the FY 2022-23 Budget at the September 21, 2022 Final TRIM meeting;</li> <li>• Grants are designed to support direct services addressing two (2) Children’s Board focus areas, Healthy and Safe and Ready to Learn.</li> </ul> <p><b><i>Motion by Ed Narain to approve the Release of RFPs for the 2023 Uniting Grants; second by Robin DeLaVergne. Motion carried (8-0).</i></b></p>

## SUMMARY

No.	Topic	Highlights															
	<b>11. Approval of Policies and Procedures</b>  <div>Motion (11)</div>	<p>J. Houser requested approval of the following “Policies and Procedures”.</p> <table border="1"> <thead> <tr> <th>Action Type</th><th>Policy</th><th>Policy/ Procedure Number</th></tr> </thead> <tbody> <tr> <td>Revision</td><td>Board By-laws</td><td>1A.1.01 subsection 2.2</td></tr> <tr> <td>Revision</td><td>General Agency Operations</td><td>1B.1.02 subsection 1.13</td></tr> <tr> <td>Revision</td><td>Fire-Arms on Board Property</td><td>FA-12</td></tr> <tr> <td>New</td><td>General Media Requests</td><td>COMM-3</td></tr> </tbody> </table> <p>K. Essrig requested a modification to the Board By-laws within subsection 2.2 to change designate to designee. The Board concurred with the modification.</p> <p><b><i>Motion by Ed Narain to approve the referenced “Policies and Procedures;” second by Chris Letsos. Motion carried (8-0).</i></b></p>	Action Type	Policy	Policy/ Procedure Number	Revision	Board By-laws	1A.1.01 subsection 2.2	Revision	General Agency Operations	1B.1.02 subsection 1.13	Revision	Fire-Arms on Board Property	FA-12	New	General Media Requests	COMM-3
Action Type	Policy	Policy/ Procedure Number															
Revision	Board By-laws	1A.1.01 subsection 2.2															
Revision	General Agency Operations	1B.1.02 subsection 1.13															
Revision	Fire-Arms on Board Property	FA-12															
New	General Media Requests	COMM-3															
III.	PROVIDER PRESENTATION	<p>M. Negrón introduced Robert Davis, Operations Director for the Family Enrichment Center.</p> <p>R. Davis provided the following information regarding the STEAMsational Summer program that promotes fun and educational activities for local children:</p> <ul style="list-style-type: none"> <li>• Participating children are assessed prior to the start of the program to identify strengths and weaknesses;</li> <li>• Each child has their own educational plan established to assist in their development;</li> <li>• Program activities focus on the promotion of Science, Technology, Engineering, Arts, and Mathematics to encourage an interest in lifelong learning.</li> </ul>															
IV.	REPORTS																
	1. Executive Director Reports	<p>K. Parris reported attending (62) significant meetings between June 23, 2022–August 25, 2022.</p> <p>The following updates were provided by K. Parris:</p> <ul style="list-style-type: none"> <li>• A meeting was scheduled on August 28, 2022 with the two schools in zip code 33619 to discuss the best model to use involving Trauma Informed Care;</li> <li>• The Early Learning Coalition has an interim CEO, Gary Meyer;</li> <li>• A meeting was set for August 29, 2022 with the City of Tampa and all community partners working with the housing insecure and homeless population to brainstorm ideas to secure affordable housing for those in need;</li> <li>• Catholic Charities has a number of apartments coming available in the future and offered to supply five (5) apartments to families currently being given hotel accommodations as a temporary housing solution by the ASO;</li> <li>• The Kiwanis Club’s Storywalk program at Al Lopez Park, is an ideal model to be replicated throughout Hillsborough County;</li> <li>• Discussions have begun with Hillsborough County and the City of Tampa to identify the most child friendly parks as potential sites for a similar Storywalk initiative.</li> </ul>															
	2. Programs Reports	<p>M. Negrón provided a brief update on 2022 funding releases proceeding to contracts and an overview of the Part (I) Evaluation Summary Report.</p>															

## SUMMARY

No.	Topic	Highlights
	<b>3. Human Resources Report</b>	<p>J. Houser introduced the following new employees to the Board:</p> <ul style="list-style-type: none"> <li>- Yosha Edwards, Administrative Specialist;</li> <li>- Walid Eltifi, Systems Engineer;</li> <li>- Kate Kennedy, Contract Manager;</li> <li>- Shabel Santiago, Program Manager.</li> </ul>
	<b>4. Strategic Initiatives Report</b>	<p>G. Stewart provided updates on the following information:</p> <ul style="list-style-type: none"> <li>• A contract manager has been assigned to the zip-codes of interest, 33603, 33610, 33619;</li> <li>• The Hillsborough Board of County Commission has issued a Proclamation declaring racism as a public health crisis and hired a consultant to conduct an equity study;</li> <li>• The County's consultant recommended the creation of an Office of Equity and Access;</li> <li>• Cheryl Howe has been hired to oversee that office and is in the process of hiring staff to further the mission of that newly created office.</li> </ul>
V.	<b>ADJOURNMENT</b>	The meeting adjourned at 4:04 PM



SUMMARY		
No.	Topic	Highlights
MOTIONS		
1.	<i>Motion by Ed Narain to approve the June 23, 2022 Regular Board Meeting minutes; second by Katherine Essrig. Motion carried (8-0).</i>	
2.	<i>Motion by Megan Dempsey to approve the Final FY 2022-2023 Millage Rate; second by Sarah Naumowich. Motion carried (7-0) with (1) abstention by Katherine Essrig.</i>	
3.	<i>Motion by Ed Narain to approve the Final FY 2022-2023 Budget; second by Megan Dempsey. Motion carried (8-0).</i>	
4.	<i>Motion by Robin DeLaVergne to approve the FY 2022-2023 Regular Board and Executive Finance Meeting Schedules. Second by Ed Narain. Motion carried (8-0).</i>	
5.	<i>Motion by Katherine Essrig to approve Review Team's Recommendations for Miscellaneous Architectural and Engineering Services; second by Ed Narain. Motion carried (8-0).</i>	
6.	<i>Motion by Megan Dempsey to approve the Release of an RFP for a Level (2) Investment Grant for Children that are Healthy and Safe; second by Sarah Naumowich. Motion carried (8-0).</i>	
7.	<i>Motion by Katherine Essrig to approve the Release of an RFP for a Level (2) Investment Grant for Children that are Healthy and Safe; second by Ed Narain. Motion carried (8-0).</i>	
8.	<i>Motion by Robin DeLaVergne to approve the Release of an RFP for a Uniting Grant for Padres de Crianza; second by Katherine Essrig. Motion carried (8-0).</i>	
9.	<i>Motion by Ed Narain to approve the Release of an RFP for a Level (2) Uniting Grant to expand services at CBHC Family Resource Centers; second by Megan Dempsey. Motion carried (8-0).</i>	
10.	<i>Motion by Ed Narain to approve the Release of RFPs for the 2023 Uniting Grants; second by Robin DeLaVergne. Motion carried (8-0).</i>	
11.	<i>Motion by Ed Narain to approve the referenced "Policies and Procedures;" second by Chris Letsos. Motion carried (8-0).</i>	

READ AND APPROVED BY:

\_\_\_\_\_  
 ANDREW MAYTS  
 BOARD CHAIR

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## PRELIMINARY PUBLIC HEARING (TRIM)

### SEPTEMBER 7, 2022 AT 5:01 P.M.

<b>Subject</b>	<b>Preliminary Public Hearing (TRIM)</b>	<b>Date</b>	<b>September 7, 2022</b>
<b>Facilitator</b>	Andy Mayts, Chair	<b>Meeting Time</b>	5:01 PM to 5:08 PM
<b>Location</b>	Children's Board of Hillsborough County 1002 East Palm Avenue Tampa, Florida 33605	<b>Adjourned</b>	The meeting adjourned at 5:08 PM
<b>Board Member Attendees</b>	Andy Mayts, Chair Robin DeLaVergne, Vice Chair Beth Pasek, Secretary/Treasurer	Megan Proulx Dempsey Katherine Essrig Ed Narain Sarah Naumowich	Addison Davis - absent Gwen Myer – absent Lynn Gray
<b>Other Attendees</b>	Kelley Parris, <i>Executive Director</i> Zach Glaser, <i>filling in for Board Attorney, Dave Adams</i> Kristina Austin, Recorder	Paula Scott Jan Houser Maria Negron Jamie Robe	Tonia Williams – on phone Rebecca Bacon Genet Stewart Dexter Lewis

SUMMARY		
No.	Topic	Highlights
I.	<b>CALL TO ORDER</b>	Andy Mayts, Chair, called the meeting to order at 5:01 PM.
	<b>Quorum Verification</b>	A quorum was established with 8 Board members present.
	<b>Pledge of Allegiance</b>	The Pledge of Allegiance was led by Andy Mayts, Chair.
II.	<b>BOARD DISCUSSION</b>	Mr. Mayts stated an operating millage rate of .4589 has been recommended, which is greater than the rolled-back rate of .4113 mills by 11.57%. This increase over the rolled-back rate is necessary in order to ensure Hillsborough County children (1) are healthy and safe, (2) are developmentally on track, (3) are ready to learn and succeed, and (4) have family support. In order to accomplish those outcomes in FY 2022 – 2023, the recommended budget includes \$12,825,000 of new unallocated program funding. Without an increase over the rolled-back millage rate, some of these new funding opportunities would not be possible, and the children of Hillsborough County would not be well served.
III.	<b>PRESENTATION OF RESOLUTIONS</b>	A. Mayts requested Z. Glaser to verbally review the resolutions.  Z. Glaser stated for the record:  Two resolutions are to be considered; one to adopt the millage rate and the other to adopt the budget, both by separate votes.  Z. Glaser read Resolution Number 22/23-01; Resolution Adopting Tentative Millage Rate.  Z. Glaser read Resolution Number 22/23-02; Resolution Adopting Tentative Budget.

SUMMARY		
No.	Topic	Highlights
IV.	PUBLIC COMMENT	A. Mayts opened the floor for Public Comment.  No one offered Public Comment.
V.	BOARD VOTE	Z. Glaser advised that the Motion (A) on the Agenda is in order.
	Motion A (Millage Rate)	A. IT IS MOVED THAT THE CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, IN ORDER TO PROVIDE SERVICES TO OR ON BEHALF OF CHILDREN, ADOPT A TENTATIVE MILLAGE RATE OF .4589 WHICH IS GREATER THAN THE ROLLED-BACK RATE OF .4113 MILLS BY 11.57% AND ADOPT THE ATTACHED MILLAGE RATE RESOLUTION NUMBER 22/23-01.
	Motion B (Budget)	Z. Glaser advised that the Motion (B) on the Agenda is in order.  B. IT IS MOVED THAT THE CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, IN ORDER TO PROVIDE SERVICES TO OR ON BEHALF OF CHILDREN ADOPT A TENTATIVE BUDGET OF \$66,510,314 AND ADOPT THE ATTACHED BUDGET RESOLUTION NUMBER 22/23-02.
	Motion A	<i>Motion by Megan Proulx Dempsey that the Children's Board of Hillsborough County, in order to provide services to or on behalf of children, adopt a tentative millage rate of .4589 which is greater than the rolled-back rate of .4113 mills by 11.57% and adopt the attached millage rate resolution number 22/23-01; second by Lynn Gray. No discussion; motion carried (7-0) with an Abstention by Katherine Essrig.</i>
	Motion B	<i>Motion by Beth Pasek that the Children's Board of Hillsborough County, in order to provide services to or on behalf of children adopt a tentative budget of \$66,510,314 and adopt the attached budget resolution number 22/23-02; second by Ed Narain. No discussion; motion carried by unanimous vote (8-0).</i>
VI.	ADJOURNMENT	No further business to discuss, the meeting adjourned at 5:08 PM.

MOTIONS	
A.	<i>Motion by Megan Proulx Dempsey that the Children's Board of Hillsborough County, in order to provide services to or on behalf of children, adopt a tentative millage rate of .4589 which is greater than the rolled-back rate of .4113 mills by 11.57% and adopt the attached millage rate resolution number 22/23-01; second by Lynn Gray. No discussion; motion carried (7-0) with an Abstention by Katherine Essrig.</i>
B.	<i>Motion by Beth Pasek that the Children's Board of Hillsborough County, in order to provide services to or on behalf of children adopt a tentative budget of \$66,510,314 and adopt the attached budget resolution number 22/23-02; second by Ed Narain. No discussion; motion carried by unanimous vote (8-0).</i>

READ AND APPROVED BY:

\_\_\_\_\_  
Andy Mayts, Chair

## **ACTION ITEM NO. 3**

### **Approval of Contract Extension**

**Initiator:** David Adams, Board Attorney

**Action:** Approval of Executive Director Contract Extension

**Date:** Regular Board Meeting, Wednesday, September 21, 2022

#### **Recommended Actions**

Recommend that the Board approves the extension of the Executive Director's contract through September 30, 2023.

#### **Background**

- The Executive Director has a rolling three year contract that is traditionally renewed each year by the Board, based on a successful Performance Appraisal Process.
- The Children's Board Attorney oversees the Executive Director Performance Appraisal Process.
- On August 22, 2022, the Executive Director completed a Self-Evaluation for fiscal year 2021-2022.
- The Executive Director's Self-Evaluation was provided to each member of the Board along with a blank Performance Appraisal Evaluation Form.
- Board members returned their individual Performance Appraisal Evaluation Forms to Jan Houser, who compiled the results of the Performance Appraisal Process.
- The results were distributed to the Board in advance of the Board Meeting.
- The recommendation to extend the Executive Director's contract to September 30, 2023 is based on the satisfactory performance of the Executive Director in FY 2021-2022 and the recommendation of the Board Attorney after polling members of the Executive Committee.

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**Approval of Contract with Hillsborough County BOCC**

**Initiator:** Jamie Robe, Director of IT

**Action:** Approval of Contract with Hillsborough County BOCC

**Date:** Regular Board Meeting, September 21, 2022

**Recommended Action**

- To Approve a contract up to \$83,160 for the period of October 1, 2022 to September 30, 2023 with Hillsborough County BOCC for the administration of IT services for the Children's Board of Hillsborough County.

**Detail**

- Hillsborough County BOCC has provided IT services for the Children's Board since July 2013. This includes client computing, technical service desk support, application support and licensing, systems administration, network administration, analog & digital communications, and cyber security services.
  - The Children's Board pays \$154 per month per imaged desktop or laptop for these services.
- The Service Level Agreement between Hillsborough County BOCC and the Children's Board is updated periodically.
- The current Service Level Agreement signed December 1, 2020 is attached to this board memo.

**Attachment**

- A. Service Level Agreement

Version 7.0

November 1, 2020



**Hillsborough**  
**County** Florida

## **Service Level Agreement**

Information & Innovation Office (IIO) and  
Children's Board of Hillsborough County (CBHC)

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### Revision History

Version	Date	Author(s)	Revision Notes
1.0	01/25/2013	Rich Morton	Initial Version
2.0	5/1/2018	Axel Clauberg	Updated SLA Formatting /Updated Services
3.0	7/23/2018	Axel Clauberg	Changes based on 7/18/18 Meeting
4.0	6/1/2019	Axel Clauberg	Change of Billing Rates effective 10/1/2019; Addendum describing Service Delivery Management support functions; Clarification of CBHC or vendor supported applications and databases
5.0	06/24/2019	Chris Dao	Change of billing rates effective 10/1/2019; Description of Service Delivery Management support functions; Addition of hardware retained by CBHC
6.0	2/12/2020	Howard Harris	Corrected version information in title, grammatical errors (pg. 23)
7.0	11/1/2020	Axel Clauberg	Updated FY21 version including minor revisions. Updated asset transfer process.



### Information & Innovation Office Mission Statement

As an internal consultancy, we partner with County departments and other Hillsborough County agencies toward the achievement of Hillsborough County's overall strategic goals while improving customer service.

#### Questions? Comments?

Please direct questions or comments regarding this Service Level Agreement by contacting the IT Department's Service Desk via the [Technology Service Center](#) by calling Call: 813-274-HELP (274-4357) and we will have an IIO Management Team Member contact you.

#### Information and Innovation Office

601 E Kennedy Blvd, 28th Floor / PO Box 1110

Tampa, FL 33601

Main: (813) 272-5464

Fax: (813) 272-6292

You may also contact your IT Service Delivery Manager (SDM) with any questions. Our SDM serves as a trusted advisor and is responsible for establishing supportive long-term relationships to understand the Children's Board's business needs and fully leverage technology solutions in support of your agency. Select this [COIN Link](#) to find the contact information for your SDM.

## Introduction

### Purpose and Objective

This Service Level Agreement (SLA) outlines the scope (i.e. services to be delivered), service levels, and conditions under which the Information and Innovation Office (IIO) will provide technology services. The objective is to provide a basis and framework for the delivery of high-quality enterprise-level information technology services that meet the needs of the CBHC and to set guidelines for the delivery and completion of those services. The SLA will evolve over time with additional knowledge of client requirements as well as the introduction of new applications and services into the IIO's support portfolio.

### Parties to the Agreement

Services outlined in this SLA are provided by the IIO to the Children's Board of Hillsborough County (CBHC).

### Commencement Date

The commencement date of this agreement will be the next business day after all parties have concurred and signed this agreement.

### Agreement Duration

This SLA has no specified end date and shall remain in effect until officially terminated by the 'Parties to the Agreement' in accordance with the approved Interlocal Agreement between the BOCC and CBHC.

### Frequency of Review

This SLA will be reviewed on an annual basis from the commencement date. Any interested party represented in this SLA may request a review in writing prior to scheduled reviews. Requests should specify the area(s) of concern where review is desired.

### SLA Revisions

The IIO is responsible for facilitating regular reviews of this document. It is expected that this SLA will evolve over time with additional knowledge of client requirements as well as the potential introduction of new applications and services. Therefore, the contents of this document may be amended as required, upon approval by all 'Parties to the Agreement'. After revisions are approved, the annual review clock will be reset based on the new approval date. The IIO will incorporate all subsequent revisions and obtain mutual agreements/approvals as required.

### Support Hours

Classification	Hours of Service / Support Level
Standard Hours	Monday through Friday, 7:00 AM to 5:00 PM (Not including published BoCC holidays). <b>Support Level:</b> Information and Innovation Office Service Desk is staffed during 'Standard Hours'. Full support as specified herein provided.
Non-standard Hours	Monday through Friday, 5:00 PM to 9:00 PM (Not including published BoCC holidays). Saturday and Sunday, 10:00 AM to 7:00 PM. <b>Support Level:</b> Information and Innovation Office Service Desk and appropriate support staff are on-call during 'Non-standard Hours'.
Non-support Hours	Monday through Friday, 9:00 PM to 7:00 AM; Saturday and Sunday (Weekends) 7:00 PM to 10:00 AM. Published BoCC holidays. <b>Support Level:</b> Information and Innovation Office support resources unavailable. Service requests may be left on the IIO Service Desk voice mailbox for immediate follow-up at the start of 'Standard Hours' or 'Non-standard Hours' depending on the time of the call.

### Support Priority Levels for Support Requests submitted via the IIO Service Desk

Priority	Description	Response Time
<b>Critical</b>	Business Processes are stopped - Outage	Immediate - Same Business Day
<b>High</b>	Needs to be addressed right away – but business processes are still intact	Within 1 Business Day
<b>Average</b>	Addressed as soon as possible – business processes are intact	Within 2 Business Days
<b>Low</b>	Addressed as time permits – business processes are intact	Within 3 Business Days

### Definition of Terms and Acronyms

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Terms / Acronym	Description
<b>BoCC</b>	Board of County Commissioners
<b>CBHC</b>	Children's Board of Hillsborough County
<b>COIN</b>	County Online Information Network (Intranet)
<b>EPMO</b>	Enterprise Program Management Office
<b>HW</b>	Hardware
<b>ISP</b>	Internet Service Provider
<b>IIO</b>	Information & Innovation Office
<b>IT-PMO</b>	Information Technology Project Management Office
<b>LAN</b>	Local Area Network
<b>MDM</b>	Mobile Device Management
<b>MFD</b>	Multi-function-Device (copy/print/scan)
<b>O/S</b>	Operating System
<b>SDM</b>	Service Delivery Manager
<b>SLA</b>	Service Level Agreement
<b>SW</b>	Software
<b>VDI</b>	Virtual Desktop Infrastructure
<b>VoIP</b>	Voice over Internet Protocol
<b>PC</b>	Personal Computer



## Services and Service Level Goals / Offerings

### Enterprise Application & Data Management Services (Network Support, Servers & Storage, and Applications)

Services related to the provisioning, management & support of end-user, systems, and network technology infrastructure. Further, this category includes application development and solution services as well as support for the technical environments of the County's databases and ERP system. Also included is the development of application standardization and workflow integration to allow for a comprehensive view of client needs and holistic service delivery.

### Service Category: *Client Computing*

Services related to the provisioning, management & support of physical personal computing devices, virtual desktops, and end-user peripherals.

Service Description / Scope	Service Level Goals / Offerings
<p><b>Provide support for end-user hardware and software computing infrastructure.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>Remedial HW and O/S Maintenance</li> <li>Preventative HW and O/S Maintenance</li> <li>PC O/S Patches, &amp; Service Packs</li> <li>Technology updates per IIO technology replacement schedule</li> <li>PC application deployment</li> </ul> <p><u>Within SLA Scope:</u> PCs, Laptops, Smart Devices, Printers, Scanners, and other PC peripheral devices connected to the network.</p> <p><u>Out of SLA Scope:</u> Multi-Function Devices (MFDs)/Copy Machines and Fax Machines</p>	<ul style="list-style-type: none"> <li>Provide robust and reliable system availability during Standard Hours.</li> <li>Apply patches &amp; service packs monthly to networked client desktops.</li> <li>Deploy application upgrades as required.</li> <li>Technology replacements prior to published vendor end-of-life.</li> <li>CBHC to provide the initial hardware and department-specific software funding for any expansion requirements.</li> </ul> <p>Note: IIO provides network support (only) for Multi-Function Devices (MFDs)/Copy Machines.</p>
<p><b>Provide user account management services.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>Adding /Deactivating Users</li> <li>User Account Modifications</li> <li>Password Resets</li> <li>Network Drive &amp; Directory Rights</li> </ul> <p><u>Within SLA Scope:</u> Network Accounts, Email Accounts.</p>	<p>Adding /Deactivating Users: 1-3 business days. User Account Modifications: 1-3 business days. Password resets: immediate. Network drive &amp; directory rights: next business day.</p>
<p><b>Provide remote access services.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>Support for the remote access HW/SW infrastructure</li> <li>Testing and implementing remote access applications</li> </ul> <p><u>Within SLA Scope:</u> Remote Access System (i.e. Virtual Desktop Infrastructure) VPN Access</p>	<p>Provide robust and reliable system availability. Technology replacements prior to published vendor end-of-life.</p>
<b>IT Procurement Assistance</b>	As required: Review purchase requests to ensure technology fits into the County's architecture and standards.

**Service Category: Technical Service Desk Support**

Services related to Tier-I level client support, incident management reporting and asset management.

Service Description / Scope	Service Level Goals / Offerings
<p>Provide a single point of contact and level-1 technical support for all information technology and telecommunications issues/questions.</p> <p><b>Services Include:</b></p> <ul style="list-style-type: none"> <li>▪ Password Resets</li> <li>▪ Vendor Dispatch for IIO-supported Equipment and Services</li> <li>▪ First Level Troubleshooting</li> </ul> <p><b>Within SLA Scope:</b></p> <ul style="list-style-type: none"> <li>▪ IIO Global Applications (Reference 'Application Support and Licensing Table')</li> </ul> <p><b>Out of SLA Scope:</b></p> <ul style="list-style-type: none"> <li>▪ All 'Out of Scope' and excluded services identified elsewhere in the Document</li> <li>▪ Password resets for applications managed by the CBHC are not supported by the Service Desk</li> </ul>	<p><b>Standard Hours:</b> The Technical Support Help Desk can be reached by dialing (813) 635-8455 or online through the IIO Self-Serve Portal on COIN. Help Desk analysts will log, troubleshoot, and attempt to resolve the problem or escalate to 2nd level as necessary for efficient and timely resolution.</p> <p><b>Non-standard Hours:</b> Callers will be directed to leave a voice message (including name, phone number, department name, and a brief description of the problem). An analyst will return the call within 30 minutes.</p> <p><b>Non-support Hours:</b> Callers will be directed to leave a voice message (including name, phone number, department name, and a brief description of the problem). Non-support Hours voice messages will be retrieved at the start of 'Standard Hours'.</p>
<b>Inventory Control (Asset Management)</b>	Ensure IIO-supported network, server, desktop and networked printer hardware is accounted for and properly surplus at End-of-Life.
<b>Public Records Requests</b>	As required: Provide data, email, voice records, and files to fulfill public records requests.



**Service Category: Systems Administration**

Services related to the provisioning, management & support of servers, data storage systems, data backup systems, computer room fire detection & prevention, enterprise UPS', and network/email account management.

Service Description / Scope	Service Level Goals / Offerings
<p><b>Provide support for systems infrastructure.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>▪ Remedial HW and O/S Maintenance</li> <li>▪ Preventative HW and O/S Maintenance</li> <li>▪ System Monitoring</li> <li>▪ Server O/S Patches and Service Packs</li> <li>▪ Technology Updates Per IIO Technology Replacement Schedule</li> </ul> <p><u>Within SLA Scope:</u> File Servers, Storage Systems, Tape Backup Drives, and System Appliances.</p>	<p>Provide robust and reliable system availability during 'Standard Hours'. Technology replacements prior to published vendor end-of-life.</p>
<p><b>Provide data backup, data restore, and off-site backup tape storage services.</b></p> <p><u>Within SLA Scope:</u></p> <ul style="list-style-type: none"> <li>▪ Perform backups of all Server systems</li> <li>▪ Store backup data off-site</li> <li>▪ Restore data upon request</li> <li>▪ Monitor Server backups, error logs, disk allocation, and data integrity daily, taking corrective actions as needed to ensure successful data backups</li> </ul>	<p>Perform nightly backups of all Server systems. Retain weekly backup tapes for 1 month. Perform End-of-Month backups of all Server systems. Retain monthly backup tapes.</p>
<p><b>Provide Disaster Recovery Services for critical systems.</b></p> <p><u>Within SLA Scope – "Global" Systems:</u></p> <ul style="list-style-type: none"> <li>▪ Email</li> <li>▪ Internet Access</li> <li>▪ Phones (VoIP, Voice Mail)</li> <li>▪ File Server Shares &amp; Printing</li> <li>▪ VDI/VPN Remote Access</li> <li>▪ COIN</li> <li>▪ County Website</li> <li>▪ EBS/Kronos Access</li> </ul> <p><u>Within SLA Scope for CBHC specific systems:</u></p> <ul style="list-style-type: none"> <li>▪ ASO-DR</li> <li>▪ Nova01-DR</li> </ul>	<p>On-going/As required: Provide Disaster Recovery systems capabilities for critical systems.</p> <p><i>Note: Funding may need to be provided by client organization for system-specific hardware and software infrastructure cost factors.</i></p>

**Service Category: Network Administration**

Services related to the provisioning, management & support of network access devices, wireless access, firewalls, telecom room UPS', WAN circuits, and Internet access.

Service Description / Scope	Service Level Goals / Offerings
<p><b>Provide support for data communications infrastructure.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>▪ Remedial Maintenance</li> <li>▪ Preventative Maintenance</li> <li>▪ System Monitoring</li> <li>▪ Technology Updates Per IIO Technology Replacement Schedule</li> </ul> <p><u>Within SLA Scope:</u> LAN switches and Wi-Fi Access Points.</p>	<p>Provide robust and reliable network access availability during 'Standard Hours'. Technology replacements prior to published vendor end-of-life.</p>
<p><b>Provide support for Internet access and associated infrastructure.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>▪ Remedial Maintenance</li> <li>▪ Preventative Maintenance</li> <li>▪ System Monitoring</li> <li>▪ Technology Updates Per IIO Technology Replacement Schedule</li> </ul> <p><u>Within SLA Scope:</u> Internet Service Provider (ISP) links, connectivity firewalls, Web content filtering, and Proxy services.</p>	<p>Provide robust and reliable Internet access availability during 'Standard Hours'. Technology replacements prior to published vendor end-of-life.</p>
<p><b>Provide network cabling services.</b></p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>▪ Installation &amp; repair of data communications cabling</li> </ul> <p><u>Within SLA Scope:</u> Internal Data Cabling.</p>	<p>Provide services "in-house" where feasible. Establish Purchase Orders to outsourced vendor for resolution.</p>



**Service Category: Software Maintenance, Application Development & Support**

Develop and maintain public and internal web applications and integrations, document management throughout the information lifecycle, time management, on-demand call tracking and routing, OBIEE applications, secure FTP, data integration for real-time reporting, database creation, management and support in both Oracle and SQL. Consult, develop and review solution requirements for the upgrade of or implementation of new applications, services or support.

Service Description	Service Level Goals / Offerings
<p><b>Enterprise Application Development</b>  Maintain technical stability of enterprise business units. Develop infrastructure to transparently respond to needs of business unit. Consult, develop and review solution requirements for new applications, services or support. Enhance business unit experience through proactive monitoring and upgrading of supported applications.</p>	<ul style="list-style-type: none"> <li>▪ Assess technology solution requests for applicability, the need for custom development vs. off-the shelf acquisition, and required level of effort</li> <li>▪ Develop and implement new solutions in a responsible and responsive manner</li> <li>▪ Support established business unit applications, support newly developed applications, replace and/ or rewrite applications that are at end of life cycle or otherwise obsolete</li> <li>▪ Provide user guides and help tips as part of application delivery</li> </ul>
<p><b>Database &amp; Application Engineering</b>  Support county database environments, server components, application infrastructure for County-wide and Enterprise databases and applications. Act as liaison with County-wide and external agencies on technical requests and connectivity to BoCC databases. Evaluate and provide development solutions that can rapidly expand to support business units.</p> <p><u>Within SLA Scope:</u></p> <p>Please reference the Addendum to this SLA for IIO specific support for this area.</p> <p><u>Out of SLA Scope:</u></p> <p>MS-Access databases</p>	<ul style="list-style-type: none"> <li>▪ Construct and support County application databases</li> <li>▪ Configure application infrastructure for all APEX Oracle application</li> <li>▪ Design and support rapid development environment</li> </ul> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>○ Remedial Maintenance</li> <li>○ Preventative Maintenance</li> <li>○ Database Engine Patches, &amp; Service Packs</li> <li>○ Technology Updates Per IIO Technology Replacement Schedule</li> </ul>
<p><b>Enterprise Content Management &amp; Development</b>  Manage an enterprise content management (ECM) system to provide document management throughout the information lifecycle; and to provide a sustainable foundation for e-business standardization, workflow integration, enterprise collaboration and paper reduction. Develop, and Support business solutions.</p>	<ul style="list-style-type: none"> <li>▪ Foster growth, utilization, and prioritization of ECM initiatives</li> <li>▪ Manage architecture and standardization of; providing analysis, requirements, specifications.</li> <li>▪ Manage architecture and standardization of SharePoint, ImageNow and OnDemand; providing analysis, specifications, development and support</li> <li>▪ Support business applications to assist in delivery of customer-focused solutions</li> </ul>



**Service Category: Application Support and Licensing**

IIO provides support and licensing for the following 'Global' applications. CBHC will support their organization-specific applications, unless specified herein.

Service Description / Scope	Service Level Goals / Offerings
Email (Microsoft Exchange/Outlook)	Provide reliable availability during Standard Business Hours.
Email Archiving	Provide reliable availability during Standard Business Hours.
Internet Filtering	Provide reliable availability during Standard Business Hours.
Spam Filtering	Provide reliable availability during Standard Business Hours.
Microsoft-Office	Provide reliable availability during Standard Business Hours.
Anti-Virus	Provide reliable availability during Standard Business Hours.
Password Self-Serve and Password Single Sign-On	Provide reliable availability during Standard Business Hours.
Server OS	Provide reliable availability during Standard Business Hours.
Desktop OS	Provide reliable availability during Standard Business Hours.
Encryption Software for Laptop Hard Drives	Provide reliable availability during Standard Business Hours.
Remote Access (VDI)	Provide reliable availability during Standard Business Hours.
Hosted Video Conferencing	Provide reliable availability during Standard Business Hours.
Virtual Private Networking (VPN) Remote Access	Provide reliable availability during Standard Business Hours.
Microsoft Office Online Applications & Cloud Collaboration	Provide reliable availability during Standard Business Hours.

### Enterprise Workforce Productivity Services

Services related to the provisioning, management & support of voice & video communications, enterprise electronic Facsimile, office collaboration & productivity suite, and presentation systems.

#### Service Category: **Analog & Digital Communications**

Service Description / Scope	Service Level Goals / Offerings
<p>Provide voice communications via; key systems, VOIP, and IP telephony.</p> <p><b>Services Include:</b></p> <ul style="list-style-type: none"> <li>Remedial Maintenance</li> <li>Preventative Maintenance</li> <li>System Monitoring</li> <li>Technology Updates Per IIO Technology Replacement Schedule</li> </ul> <p><b>Within SLA scope:</b> VoIP telephone instruments, voicemail, and related infrastructure.</p>	<p>Provide robust and reliable VoIP access availability during 'Standard Hours'.</p> <p>VoIP Technology replacements prior to published vendor end-of-life.</p>
<p><b>Reservation-less Voice Conferencing Administration</b> (Order Placement and Contract Administration).</p>	<p>As required: Order placed with the State of Florida's OASIS portal with a completion of order within 3 business days.</p>
<p><b>Hosted Video Conferencing Services</b></p> <p><b>Services Include:</b> Services related to the provisioning, management, training, &amp; support for hosted video conferencing communications.</p> <p><b>Within SLA Scope:</b> Licensing, connectivity, support, and training for hosted video conferencing services.</p>	<p>Provide always-available County-wide, robust, hosted video conferencing solutions for desktop and conference room settings.</p> <p><i>Note: Departments are responsible for funding end-user camera and audio equipment per established IIO standards.</i></p>

#### Service Category: **Electronic Facsimile Communications**

Service Description / Scope	Service Level Goals / Offerings
<p>Services related to the provisioning, management &amp; support of hosted electronic Facsimile communications.</p>	<p>As required: New orders resolved within 5 business days. Uptime per hosting vendor and ISP vendor.</p>

#### Service Category: **Office Collaboration & Productivity**

Service Description / Scope	Service Level Goals / Offerings
<p>Services related to the provisioning, management &amp; support of email, and MS-Office.</p>	<p>Provide robust and reliable MS-Office and Productivity tools during standard business hours.</p>



### Cyber Security Services

Provide vulnerability management, audits and investigations, identification of new cyber threats, malware analysis, physical access for data rooms, security awareness training for end users, and compliance guidance for departments.

#### Service Category: **Security Awareness Training**

Service Description / Scope	Service Level Goals / Offerings
<p>Provide information security material to educate them on how to better protect County information. The platform for the training is hosted.</p> <p><b>Services Include:</b></p> <ul style="list-style-type: none"> <li>▪ User Account Support</li> <li>▪ Completion Reporting to Management</li> </ul>	<p>Security Awareness Training</p> <ul style="list-style-type: none"> <li>▪ Provide Annual CBT Training Course.</li> <li>▪ Provide Annual Staff Completion Reporting.</li> <li>▪ Conduct on site workshops by request</li> </ul> <p>Provide security awareness information through e-mail, COIN, and other information outlets.</p>

#### Service Category: **Security Assessment**

Service Description / Scope	Service Level Goals / Offerings
<p>Perform vulnerability assessments, audits, and other security assessments against systems, applications, and hardware.</p> <p><b>Services Include:</b></p> <ul style="list-style-type: none"> <li>▪ Remedial Maintenance</li> <li>▪ Preventative Maintenance</li> <li>▪ Security Systems Patches and Service Packs</li> <li>▪ Technology Updates Per IIO Technology Replacement Schedule</li> <li>▪ Security Policies and Standards</li> </ul> <p><b>Within SLA Scope:</b> All Network Infrastructure and Connected Devices.</p>	<p>Provide Security Assessments</p> <ul style="list-style-type: none"> <li>▪ Perform vulnerability assessments against systems and web applications</li> <li>▪ Review security posture of systems in place</li> <li>▪ Perform audits of systems, network devices, and other devices</li> <li>▪ Perform hardware and software reviews and provide feedback as it pertains to security</li> </ul>

#### Service Category: **Security Investigation**

Service Description / Scope	Service Level Goals / Offerings
<p>ICS investigates malware issues as we identify them, which are the primary investigations we perform. However, HR or a director may request an investigation of an employee and we assist in those as well.</p> <p><b>Services Include:</b></p> <ul style="list-style-type: none"> <li>▪ Device Data Analysis</li> <li>▪ Log Reviews and Analysis</li> <li>▪ Reporting</li> <li>▪ Secure Chain-of-Custody HW Storage</li> <li>▪ Security Incident Response Services</li> </ul>	<p>Investigations Conducted as Required</p> <ul style="list-style-type: none"> <li>▪ Perform investigations of malicious or suspicious incidents</li> <li>▪ Perform investigations at the request of HR, Directors, or other appropriate authority</li> </ul> <p>Other forensic and investigate services.</p>

**Service Category: *Physical Data Center Security***

Service Description / Scope	Service Level Goals / Offerings
<p>ICS manages the access to IIO data, storage, and server rooms via card reader access. In addition, there are cameras in server rooms to monitor activity.</p> <p><u>Services Include:</u></p> <ul style="list-style-type: none"> <li>▪ Policies &amp; Procedures</li> <li>▪ Controls &amp; Monitoring</li> <li>▪ Reporting</li> </ul> <p><u>Within SLA Scope:</u> County Center Telecommunications and Server Rooms.</p>	<p>Provide Physical Security for Data and Server Rooms</p> <ul style="list-style-type: none"> <li>▪ Provide card reader access and management for data and server rooms</li> <li>▪ Provide video monitoring of data and server rooms</li> <li>▪ Primarily an internal service to IIO.</li> </ul>

**Service Category: *Network Security Monitoring***

Service Description / Scope	Service Level Goals / Offerings
<p>Have devices and personnel that can collect, review, and analyze logs and network traffic to assist in irregularities, investigations, or other issues.</p> <p><u>Within SLA Scope:</u> All Network Infrastructure and Connected Devices.</p>	<p>Continuous Network Security Monitoring</p> <ul style="list-style-type: none"> <li>▪ Collect logs, network, and other data</li> <li>▪ Correlate information to identify threats and issues</li> <li>▪ Generate alerts, notifications, and reports</li> </ul>



**Project Management**

Initiate, plan, manage and complete technology-based projects.

**Service Category: *Technical / Operational Project Management***

Service Description / Scope	Service Level Goals / Offerings
<p>The Information Technology Project Management Office provides technical project management services to include:</p> <ul style="list-style-type: none"> <li>• Managing projects supporting IIO Operational Services and Software Development &amp; Solutions Services;</li> <li>• Manage / lead technical support to Capital Improvement Projects with complex technology requirements; and,</li> <li>• Provide Service Request Gateway Management (i.e. Evaluation &amp; Delegation)</li> </ul>	<p>The Information Technology Project Management Office provides the following services on behalf of the Office of the County Administrator:</p> <p><b>Technical / Operational Project Management</b></p> <ul style="list-style-type: none"> <li>▪ Provide Project Management Professionals (i.e. IT PMO Project Managers) to lead / manage successful Information Technology projects utilizing project management best practices (PMI)</li> <li>▪ Manage successful technical project teams in support of Capital Improvement Projects with complex technology requirements</li> <li>▪ Manage initiating, planning, executing, controlling, and closing the work of a technical project team to achieve specific project goals and meet specific project success criteria.</li> <li>▪ Successfully achieve all project goals within the given constraints.</li> <li>▪ Secure proper business and IT resources for technical / operational project support</li> <li>▪ Establish and maintain relationships with third parties/vendors</li> <li>▪ Manage vendors through final project deliverable acceptance</li> <li>▪ Engage leadership to make key decisions and resolve issues on technical / operational projects</li> <li>▪ Provide proficient communications with project teams and stakeholders</li> <li>▪ Coordinate cross-functional disciplines to accomplish project objectives</li> <li>▪ Manage scope, costs, schedules, issues, risks, and vendors</li> <li>▪ Provide project management revitalization and realignment</li> <li>▪ Conduct technology analysis</li> <li>▪ Build project management professionalism</li> </ul> <p><b>Change Management</b></p> <ul style="list-style-type: none"> <li>▪ Provide change management to ensure Information Technology projects are completed on time, with approved scope, and on budget</li> <li>▪ Redefine the Information Technology project with approved changes by validating scope, budget, and schedule modifications</li> </ul> <p><b>Project Review and Recovery</b></p> <ul style="list-style-type: none"> <li>▪ Improve communication with Information Technology project sponsors, stakeholders, and IIO to manage customer expectations</li> <li>▪ Provide frequent Information Technology project communication</li> <li>▪ Prepares Information Technology project plans and schedules to include coordinating requirements, tasks, work assignments, and resources to ensure project integrity</li> </ul>

	<ul style="list-style-type: none"><li>▪ Follow established Information Technology project management methodologies, utilizes necessary software resources and documentation to execute and control project implementations</li><li>▪ Mitigate risks and resolve issues; know when to escalate when necessary</li><li>▪ Seek ways to improve the Information Technology project management processes and templates</li><li>▪ Manage assigned technical resources involved in technology analysis, review, development, coordination, implementation, and documentation of new, or existing information technology systems</li><li>▪ Manage Information Technology resource allocation to understand when to add or remove resources</li></ul>
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### Process Improvement and Data Analysis

Services designed to build an internal capability to define, measure, and continuously improve process performance through a rigorous training program and the application of lean six sigma methods and tools.

#### Service Category: *Process Projects & Data Analysis*

Service Description / Scope	Service Level Goals / Offerings
Charter and conduct projects designed to capture as-is issues and suggest ideas for improvement. Analyze data to draw statistically significant inferences in support of business decisions.	<ul style="list-style-type: none"> <li>As-is business capability (process, people, technology) assessments</li> <li>As-is process mapping</li> <li>Process improvement / Define, Measure, Analyze, Improve and Control (DMAIC) project execution</li> </ul>

#### Service Category: *Strategic Planning*

Service Description / Scope	Service Level Goals / Offerings
Facilitate workshops with departments to define goals, objectives, and measures and implement processes and roles to continuously improve performance.	<ul style="list-style-type: none"> <li>As-is business capability (process, people, technology) assessments</li> <li>As-is process mapping</li> <li>Facilitate performance measures and metrics definition</li> <li>Process improvement / Define, Measure, Analyze, Improve and Control (DMAIC) project execution</li> </ul>



**IIO Service Exclusions and CBHC's Responsibilities**

<b>Service Description / Scope</b>	<b>Comments</b>
Inform IIO in advance of any new information technology plans or requirements	To ensure that new technology is compatible with the infrastructure and to assist with a smooth implementation, IIO requests that the CBHC partners with the IIO at the start of any new information technology initiative by contacting the IIO's assigned Service Delivery Manager.  <b>Note:</b> New technology initiatives that will impact IIO budget and resources should be planned in accordance with the BoCC budget cycle so that IIO can determine the potential impact on resources and infrastructure.
Attend the IIO Quarterly Technical Liaison Meeting	Although voluntary, the IIO recommends that the CBHC has a staff member designated to serve as Technical Liaison. Designated staff should attend quarterly Technical Liaison meetings to 'stay in the loop' regarding IIO technology visions, plans, and initiatives. The meeting also provides a forum for discussion of issues or concerns directly with IIO management and technical staff.
Adhere to published IIO Policies, Standards and Procedures	CBHC agrees to adhere to the published IIO Policies, Standards and Procedures.  <b>Note:</b> The IIO Policies, Standards and Procedures are available for review on the County's Intranet "COIN" on the IIO Department home page.
Completion of the IIO Security Awareness On-line Training Course Annually	CBHC management agrees to ensure that all staff members with network accounts complete the Security Awareness on-line training class on an annual basis.  <b>Note:</b> The training class will provide CBHC's staff with useful information and reminders related to good security habits that end-users can practice to complement security infrastructure controls IIO utilizes to minimize security risks to data and the infrastructure.
Software Approval Process	CBHC agrees to follow the IIO software approval process for off-the-shelf software by submitting a case via the <a href="#">Technology Service Center</a> using the "Approval for Software Purchase" template. This process ensures that the software will be compatible with the IIO technology infrastructure prior to procurement.
Change Management	CBHC agrees to notify the IIO of any applications or infrastructure changes prior to the implementation date so that any potential conflicts can be identified in advance.
Physical Access to Telecom Room	CBHC agrees to ensure that the site telecom room is locked at all times and that no unauthorized personnel have access.  <i>Note: IIO support staff will require access to the CBHC telecom room.</i>
CBHC -specific and Vendor-supported Applications Support	The IIO only provides support and licensing for 'Global' applications listed in the Service Category ' <a href="#">Application Support and Licensing</a> '. Support, maintenance, development and procurement of CBHC -specific or vendor supported software databases, applications and licensing is the responsibility of CBHC staff, unless specified herein or in the Addendum to this SLA.
Web Site Support	Support of the CBHC -specific Web Site is not included within the scope of this SLA.
Data Protection	The CBHC is ultimately responsible for meeting any compliance requirements for the protection of the data that they store or transmit. IIO will assist with applying appropriate and reasonable security controls on County owned and managed resources, per their request.
Public Records Requests	All email messages sent to or from the County's email system are archived to ensure compliance with public records law. The County Attorney's office is responsible for preparing responses to public records



	requests. It is incumbent on the CBHC to make the County Attorney aware of any exemption it may have from such requests.
Multi-Function Devices (MFDs)/Copy Machines & Networked Printers	MFDs and associated support and supplies is the responsibility of the CBHC with the exception of network connectivity which is supported by IIO.
Fax Service	<p>Funding for recurring charges for CBHC's analog fax lines with the Incumbent Local Exchange Carrier (ILEC) is not within the scope of this SLA.</p> <p><b>Note:</b> IIO has established a Hosted Fax Service with a 3<sup>rd</sup> party provider. The CBHC may wish to evaluate this service to determine future usage.</p>
Consumables and Miscellaneous Supplies, Upgrades, and Software	<p>Funding for the following items is not within the scope of this SLA:</p> <ul style="list-style-type: none"> <li>▪ Consumables such as toners, ink cartridges for Print and Copy devices</li> <li>▪ Paper</li> <li>▪ Miscellaneous supplies such as batteries, power strips, CD's, DVD's and labels</li> <li>▪ Upgrades such as wireless keyboards &amp; mice, PC memory, large monitors</li> <li>▪ End-User cameras and audio equipment</li> </ul> <p>Any PC software not included as part of the IIO standard PC image.</p>
Wide Area Network Circuit	Funding for the Wide Area Network connection between the CBHC and the BOCC network is not included within the scope of this SLA, i.e., CBHC will fund the circuit.

**IIO Billing**

The IIO will bill the CBHC quarterly in accordance with the billing rates table below. Billing rates and any future changes will be communicated at the beginning of each Fiscal Year.

Billing Category	Monthly Billing Rate	Comments
Technology Charge	\$ 154 per imaged PC (Desktop & Laptop) per Month	<p>CBHC will be billed for each imaged device as of the effective quarterly billing date for the following services outlined in this SLA, including the Service Delivery Management functions described in the Addendum to this SLA.</p> <p><u>Service Category: Client Computing</u>  <u>Service Category: Technical Service Desk Support</u>  <u>Service Category: Application Support and Licensing</u>  <u>Service Category: Systems Administration</u>  <u>Service Category: Network Administration</u>  <u>Service Category: Analog &amp; Digital Communications</u>  <u>Cyber Security Services</u></p> <p><i>Note: The IIO will bill the CBHC for service at the end of each quarter. Charges are pro-rated for imaged devices either added or deleted within the billing cycle</i></p>
Project Charge	\$ 135 per billable Hour	<p>CBHC may be charged for 'Project Charge' hours during any particular billing cycle if CBHC requests/utilizes this service. Services will be delivered in accordance with the offerings described in the <u>'Project Management'</u> category as part of this SLA.</p> <p><i>Note: Charges include IIO resource hours related to new requirements (e.g. managing &amp; implementing a new system, work requests for new requirements, Business Solution Development and Implementation, Application Development, Commercial off the Shelf (COTS) software implementation).</i></p>
Consultant Charge	\$ 135 per billable Hour	<p>CBHC may be charged for 'Consultant Charge' hours during any particular billing cycle if CBHC requests/utilizes <u>'Process Projects &amp; Data Analysis'</u> and <u>'Strategic Planning'</u> services.</p>

## Service Level Agreement Addendum

In addition to the Service Level Agreement (SLA), the following additional services are provided by the Information & Innovation Office (IIO):

### Service Delivery Management

- **Level 1** CBHC is responsible for Level 1 support for the applications listed in the matrix below to include maintenance, support and licensing.
- **Level 2** IIO is responsible for the technical support at the server level.
- **Level 3** CBHC is responsible for vendor coordination and support for any questions or issues that cannot be resolved at Level 1.

Level 1 Support	Level 2 IIO Operational Support	Level 3 Vendor Support
<ul style="list-style-type: none"> <li>▪ Abila MIP</li> <li>▪ Sage ABRA</li> <li>▪ Microix Workflow</li> <li>▪ Timesheet</li> <li>▪ Questys</li> <li>▪ Resource Scheduler</li> <li>▪ Any additional applications procured or developed by CBHC</li> </ul>	<ul style="list-style-type: none"> <li>▪ Infrastructure Support for Server/Network Hardware</li> <li>▪ Server Operating System (OS) Support / Patching</li> <li>▪ Database Support / Patching</li> <li>▪ Firewall / VPN Support</li> <li>▪ Systems Data Backups</li> <li>▪ Assist vendor with troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Remote troubleshooting</li> <li>▪ Assist with installations/product updates</li> </ul>



Role	% Funded by IIO	Responsibilities
Service Delivery Manager	100%	<ul style="list-style-type: none"> <li>Contribute to department strategic planning activities</li> <li>Collect, organize, and evaluate technology systems</li> <li>Provide guidance on system and business process practice enhancements</li> <li>Provide project communication management to senior leaders, project teams, IIO, vendors, and stakeholders</li> <li>Track and communicate IT related activities</li> <li>Lead project teams to oversee the formulation of project objectives and systems development requirements for approved projects</li> <li>Prioritization &amp; Intake Management</li> <li>Project Scope Management – Includes Requirements &amp; Change Control Management</li> <li>Implementation of functional Automated Information Systems</li> <li>Coordinate advanced Technical Support</li> </ul>

### Hardware Transfer Responsibilities

Capitalized assets require BOCC Board approval prior to transferring such assets to the Children's Board. Below please find the agreed upon roles and responsibilities as it relates to assets transfers or donations as mutually agreed upon by both parties.

#### The IIO agrees to:


- Reimage and wipe all data from Desktops, Laptops and VoIP Phones prior to donation/asset transfer to the CBHC. Donated/ transferred assets will be restored to the original factory Operating System
- Prepare and submit a memo to the Clerk's Office, requesting approval by the BoCC to donate/transfer capitalized BoCC assets to CBHC.
- Remove Hillsborough County asset tags.
- Notify CBHC that assets are ready for pick-up, once the BoCC has approved the asset transfer.

#### Upon BoCC Asset transfer approval, CBHC agrees to the following:

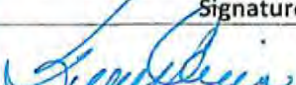
- Transferred assets may no longer be connected to the BoCC Production or Mobility networks. Internet access shall be provided by the CBHC, separate from Hillsborough County provided internet access.
- No longer install and use any BoCC/IIO owned software and associated licensing, originally provided to the CBHC.
- Provide all hardware and software maintenance and support.
- Procure and maintain all software licenses.
- Dispose of laptops/hardware as necessary.

### Approval

#### IIO Signature

	Name	Signature	Date
Approved By	Ramin Kouzehkanani		01/11/2021

#### Department Signature

	Name	Signature	Date
Approved By	Kelley Parris		12.1.2020

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**Approval of Contract with Hillsborough County BOCC**

**Initiator:** Rebecca Bacon, Director of the ASO

**Action:** Approval of Contract with Hillsborough County BOCC for Domestic Violence Funds

**Date:** Regular Board Meeting, September 21, 2022

**Recommended Action**

- To Approve a contract in the amount of \$100,000 for the period of October 1, 2022, to September 30, 2023, with Hillsborough County BOCC for Administrative Services Organization Services to victims of Domestic Violence.

**Detail**

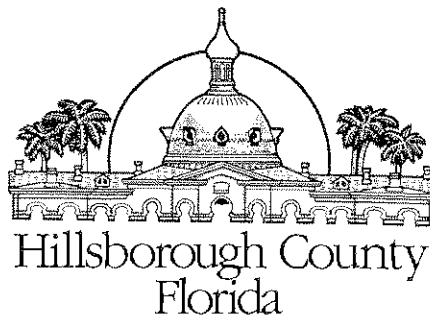
- The Children's Board ASO began managing flexible funding for Hillsborough County BOCC for services for victims of domestic violence in Fiscal Year 2013 – 2014.
- Seven modifications to the original agreement have been executed. The last two modifications were in June of 2019, at which time three additional renewals were approved, and in March of 2022, to change the payment structure from cost reimbursement to a fixed monthly unit rate.
- Flexible funds contributed to the ASO are allocated to programs at two case management organizations to support family support plan goals for domestic violence victims and their children.
- The ASO manages the flexible funds and provides accounts payable services, detailed financial reporting, provider credentialing and network management, training and technical assistance, quality assurance, and monitoring.
- Hillsborough County BOCC's allocation of funds to the ASO provides critical supports the local service system for victims of domestic violence. More than 200 participants have received services this year, primarily in the areas of housing supports and utilities, transportation related services, and other basic needs.

**Attachments**

- A. Original Contract
- B. Administrative Renewal for Fiscal Year 2021 – 2022
- C. Contract Modification #7

BOARD OF COUNTY COMMISSIONERS

Kevin Beckner  
Victor D. Crist  
Ken Hagan  
Al Higginbotham  
Lesley "Les" Miller, Jr.  
Sandra L. Murman  
Mark Sharpe



Office of the County Administrator  
Michael S. Merrill

CHIEF ADMINISTRATIVE OFFICER  
Helene Marks

CHIEF FINANCIAL ADMINISTRATOR  
Bonnie M. Wise

DEPUTY COUNTY ADMINISTRATORS  
Lucia E. Garsys  
Sharon D. Subadan

Tracking #: 7002 2410 0001 4268 0959

December 26, 2013

Ms. Rebecca Bacon  
Children's Board of Hillsborough County  
1002 E. Palm Avenue  
Tallahassee, FL 33605

Subject: Approval of Agreement for Funding of Services for Victims and Families of Domestic Violence

Dear Ms. Bacon,

Enclosed for your records is a copy of the executed Agreement for the funding of services for victims of domestic violence between The Children's Board of Hillsborough County and Hillsborough County Department of Health Care Services (BOCC Doc#: 13-1216) approved by the Board of County Commissioners on December 18, 2013.

Please contact me at 813-272-5692 if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, reading "Joe C. Kirk".

Joe C. Kirk, PMP  
Project Manager I  
Fiscal & Support Services, PS & CS

Enclosure

**INTERLOCAL AGREEMENT BETWEEN HILLSBOROUGH COUNTY, FLORIDA  
AND  
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY**

THIS Interlocal Agreement, hereinafter referred to as "Agreement" dated this 18th day of December, 2013, by and between Hillsborough County, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602, hereinafter referred to as "COUNTY" and Children's Board of Hillsborough County, an independent special taxing district, located at 1002 E. Palm Avenue, Tampa, Florida 33605, hereinafter referred to as "CHILDREN'S BOARD".

**RECITALS**

**WHEREAS**, Florida Statutes Section 163.01 authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner (and pursuant to forms of governmental organization) that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

**WHEREAS**, COUNTY believes it to be in the public interest to provide supportive services through the CHILDREN'S BOARD'S Administrative Services Organization, hereinafter referred to as "ASO", for the residents of Hillsborough County, who are families or victims of domestic violence and who are desirous of such services; and

**WHEREAS**, COUNTY and CHILDREN'S BOARD deem this Agreement to be in the best interest of their respective constituencies.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, COUNTY and CHILDREN'S BOARD agree as follows:

**ARTICLE 1**  
**Scope of Service**

CHILDREN'S BOARD shall provide for the residents of Hillsborough County the services described in the Scope of Services attached hereto as Exhibit "A" incorporated herein.

**ARTICLE 2**  
**Term of Agreement**

This Agreement shall be effective the first date written above, and shall terminate on September 30, 2014, hereinafter referred to as "Term", unless sooner terminated in accordance with this Agreement.

The County Administrator, on behalf of the COUNTY, shall have the option to renew this Agreement unilaterally for successive one year periods not to exceed three renewal periods, upon its same terms and conditions then in effect, and increase or decrease the not to exceed amount of annual funds payable by the COUNTY hereunder to reflect the adopted budget amount for the CHILDREN'S BOARD.

### ARTICLE 3

#### Consideration and Limitations of Costs

For its performance under this Agreement, CHILDREN'S BOARD shall receive funds from COUNTY in an amount not to exceed \$100,000.

### ARTICLE 4

#### Payment and Reporting Requirements

Payment of any and all funds pursuant to this Agreement shall be made on a reimbursement basis and in accordance with the Method of Payment outlined in Exhibit "B", attached hereto and made a part hereof.

CHILDREN'S BOARD must submit a Request for Reimbursement Form as identified in Exhibit "C" attached hereto and incorporated herein and a Program Performance Report as identified in Exhibit "D" attached hereto and incorporated herein.

If CHILDREN'S BOARD fails to perform any obligation hereunder, COUNTY may withhold or adjust the amount of payments due under the Agreement until all obligations are met. The total amount of funding available may also be adjusted as a result of reductions in the level of funding available to COUNTY, and as a result of programmatic changes and budgetary revisions agreed to by the parties. If COUNTY determines through its inspection or review, that CHILDREN'S BOARD has not performed or is not performing the total agreed upon services, payments to CHILDREN'S BOARD shall be subject to a pro-rata reduction. If CHILDREN'S BOARD fails to provide the services required to be performed under this Agreement, all rights to payment are forfeited.

COUNTY shall not honor a late request for payment and will not be liable for non-payment of a late request. CHILDREN'S BOARD shall submit its final Request for Payment Form, Program Performance Report Form, and any other required reports within 45 days of the end of each Term, the termination or expiration of this Agreement whichever occurs first. COUNTY and CHILDREN'S BOARD agree that each is bound by the applicable provisions of the Florida Prompt Payment Act, Florida Statutes Sections 218.70 et seq., in connection with this Agreement.

### ARTICLE 5

#### Maintenance and Review of Records

CHILDREN'S BOARD and any of its subcontractors providing any services required to be performed by CHILDREN'S BOARD under this Agreement, shall maintain adequate records



and accounts including, but not limited to, property, personnel and financial records, and supporting documentation to assure a proper accounting for all COUNTY funds received under this Agreement for a period of six years from the date of final payment to CHILDREN'S BOARD under this Agreement or the termination of this Agreement, whichever occurs later. Said six year period is hereinafter referred to as the "Audit Period". COUNTY and its authorized agents shall have the right, and CHILDREN'S BOARD and its subcontractors, as applicable, will permit COUNTY and its authorized agents, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all agreements, invoices, materials, accounts, and records relating to all matters covered by this Agreement including, but not limited to, personnel and employment records for the Audit Period. All such records, accounts and documentation shall be made available to COUNTY and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as COUNTY may deem necessary during the Audit Period. COUNTY'S right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. CHILDREN'S BOARD shall ensure that any subcontractor providing any services CHILDREN'S BOARD is required to provide under this Agreement shall recognize COUNTY'S right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by CHILDREN'S BOARD under this Agreement. If an audit is begun by COUNTY or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article 5 shall survive the expiration or earlier termination of this Agreement.

## ARTICLE 6

### Access to Records

CHILDREN'S BOARD shall comply with the requirements of Florida Statutes Chapter 119 with respect to any documents, papers and records made or received by CHILDREN'S BOARD in connection with this Agreement. If, under this contract, the CHILDREN'S BOARD is providing services and is acting on behalf of the COUNTY as provided under Florida Statutes Section 119.011(2), the CHILDREN'S BOARD will comply with public records laws, and specifically will:

(A) Keep and maintain public records that ordinarily and necessarily would be required by the COUNTY in order to perform the services being performed by the CHILDREN'S BOARD;

(B) Provide the public with access to public records on the same terms and conditions that the COUNTY would provide the records and at a cost that does not exceed the cost provided in Florida Statutes Chapter 119 or as otherwise provided by law;

(C) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and

(D) Meet all requirements for retaining public records, and transfer at no cost, to the COUNTY all public records in possession of the CHILDREN'S BOARD upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COUNTY in a format that is compatible with the information technology systems of the COUNTY.

ARTICLE 7  
Mutual Indemnification

CHILDREN'S BOARD, to the extent authorized by Florida Statutes Section 768.28, shall indemnify, defend and hold COUNTY harmless for all liabilities, claims, demands or actions at law and in equity that may hereafter at any time be made or brought by anyone for the purpose of enforcing a claim on account of any injury or damage caused, in whole or in part, by any negligent or intentional wrongful act or omission of CHILDREN'S BOARD, its agents or employees during the performance of this AGREEMENT. COUNTY, to the extent authorized by Florida Statutes Section 768.28, shall indemnify, defend and hold CHILDREN'S BOARD harmless for all liabilities, claims, demands or actions at law and in equity that may hereafter at any time be made or brought by anyone for the purpose of enforcing a claim on account of any injury or damage caused, in whole or in part, by any negligent or intentional wrongful act or omission of CHILDREN'S BOARD, its agents or employees during the performance of this AGREEMENT.

ARTICLE 8  
Insurance

CHILDREN'S BOARD assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of CHILDREN'S BOARD and the officers, employees, servants and agents thereof while acting within the scope of their employment by CHILDREN'S BOARD. COUNTY assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of COUNTY and the officers, employees, servants and agents thereof while acting within the scope of their employment by COUNTY. CHILDREN'S BOARD as a state agency, warrants and represents that it is either insured or self-funded for liability insurance, both public and property, with said protection being applicable to officers, employees, servants and agents while acting within the scope of their employment by CHILDREN'S BOARD. COUNTY warrants and represents that it is self-funded for liability insurance, both public and property, with such protection being applicable to officers, employees, servants and agents while acting within the scope of their employment by COUNTY. CHILDREN'S BOARD and COUNTY further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents, agencies, and subdivisions, to be sued; or (3) a waiver of sovereign immunity of the State of Florida or its agents, agencies, and subdivisions, beyond the waiver provided in Florida Statutes Section 768.28. Liability shall be subject to and limited by Florida Statute Section 768.28.

ARTICLE 9  
Equal Opportunity Clause

CHILDREN'S BOARD agrees to comply with the requirements of all applicable state, federal, and local laws, rules, regulations, ordinances and Executive Orders prohibiting or relating to discrimination including, but not limited to, Executive Order No. 11246, as amended

and supplemented and 41 C.F.R. Section 60-1.4, and all such applicable state, federal and local laws, rules, regulations, ordinances and Executive Orders, including, but not limited to, Executive Order No. 11246, as amended and supplemented, 41 C.F.R. Section 60-1.4, and Hillsborough County Ordinance No. 00-37, are incorporated herein.

At the time of execution of this Agreement by CHILDREN'S BOARD, CHILDREN'S BOARD shall submit the information required by Hillsborough County's Equal Opportunity Requirements, which are attached hereto as Exhibit "E" and incorporated herein.

#### ARTICLE 10 Statement of Assurance

During the performance of this Agreement, CHILDREN'S BOARD herein assures COUNTY that said CHILDREN'S BOARD is in compliance with all applicable laws including, but not limited to, Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, as amended, in that CHILDREN'S BOARD does not, on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against said CHILDREN'S BOARD'S employees or applicants for employment. CHILDREN'S BOARD understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, CHILDREN'S BOARD herein assures COUNTY that said CHILDREN'S BOARD will comply with Title VI of the Civil Rights Act of 1964 and the Drug-Free Workplace Act of 1988 when Federal grant(s) is/are involved. Other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as herein above referenced are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam-Era and Disabled Veterans within its protective range of applicability.

#### ARTICLE 11 Conflict of Interest

CHILDREN'S BOARD represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity; or incur any obligation of any nature which would conflict in any manner with the performance of the scope of service required hereunder.

Without receiving prior written authorization by COUNTY, CHILDREN'S BOARD shall not retain any individual or company with whom CHILDREN'S BOARD or any individual member thereof has a financial or other conflict of interest; nor in fulfillment of this Agreement, do business with a for-profit entity in which CHILDREN'S BOARD or any individual member has a financial or other interest therein.

CHILDREN'S BOARD warrants to COUNTY that no gifts or gratuities have been or will be given to any COUNTY employee or agent, either directly or indirectly, to obtain this Agreement.

ARTICLE 12  
Compliance with HIPAA

ORGANIZATION shall comply with the requirements of all applicable federal, state and local laws and the rules and regulations promulgated thereunder including, but not limited to, the Health Insurance Portability and Accountability Act ("HIPAA"), as amended, P.L. 104-191, 45 C.F.R. 160 and Part 164, as amended.

ARTICLE 13  
Drug Free Workplace

CHILDREN'S BOARD shall hereby assure COUNTY that it will administer, in good faith, a policy designed to ensure that CHILDREN'S BOARD is free from the illegal use, possession or distribution of drugs or alcohol.

ARTICLE 14  
Public Entity Crimes

A person or affiliate who has been placed on the debarred vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a CHILDREN'S BOARD, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Pursuant to COUNTY policy, a conviction of a public entity crime may cause the rejection of a bid, offer or proposal. COUNTY may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a bidder, offeror or proposer to promptly supply information in connection with an inquiry may be grounds for rejection of a bid, offer, proposal or reply.

CHILDREN'S BOARD represents for itself and its affiliates that it is not prohibited from entering into this Agreement by Florida Statutes Section 287.133.

ARTICLE 15  
Termination of Agreement for Non-Performance

In addition to the exercise of any other remedies available to it at law or in equity, the COUNTY or CHILDREN'S BOARD may terminate this Agreement for performance or non-performance upon no less than 24 hours written notice to the other party.

## ARTICLE 16

### Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

## ARTICLE 17

### Copyrights

If any copyrightable material is developed in the course of this Agreement, CHILDREN'S BOARD is free to copyright the material or permit others to do so, but COUNTY and ORGANIZATION shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work.

## ARTICLE 18

### Waiver

A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

## ARTICLE 19

### Additional Rights and Remedies

Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may be now, or in the future, applicable.

## ARTICLE 20

### Order of Precedence

In the event of any conflict between the provisions of this Agreement and the exhibits, the provisions of the Agreement shall control over the provisions of the exhibits.

## ARTICLE 21

### Governing Laws

This Agreement shall be governed by the laws, rules and regulations of the State of Florida and the venue shall be in Hillsborough County, Florida.

ARTICLE 22  
Severability

In the event any section, sentence, clause or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 23  
Survivability

Any term, condition, covenant or obligation which requires performance by either party, subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 24  
Third Party Beneficiaries/Independent Contractor

This Agreement is for the benefit of COUNTY and CHILDREN'S BOARD. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. CHILDREN'S BOARD acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of COUNTY.

ARTICLE 25  
Modifications/Amendments

This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be modified/amended or extended by a written instrument executed by COUNTY and CHILDREN'S BOARD expressly for that purpose.

ARTICLE 26  
Assignment

COUNTY and CHILDREN'S BOARD agree no rights or obligations under this Agreement may be assigned, except upon prior written consent of COUNTY or CHILDREN'S BOARD, whichever applies.

ARTICLE 27  
Filing

This Agreement and any subsequent amendments shall be filed with the Clerk of the Circuit Court of Hillsborough County, as provided for by Florida Statutes Section 163.01(11).

## ARTICLE 28

### Notice

Any notices required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, or by overnight delivery service or personal delivery with signature verification to the attention of the following representatives of the parties:

#### **COUNTY:**

Mr. Gene Earley  
Division Director  
Hillsborough County Health Care Services  
601 E. Kennedy Boulevard, 25<sup>th</sup> Floor  
Tampa, FL 33602

#### **CHILDREN'S BOARD**

Ms. Rebecca Bacon  
Children's Board  
1002 E. Palm Avenue  
Tampa, FL 33605

Any notice sent in accordance with this Article 28 shall be deemed given two days after deposit in the U.S. Mail, if sent certified mail, or upon receipt, if sent by overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article 28 shall be deemed acceptance of such notice by such party.

## ARTICLE 29

### Fiscal Non-Funding Clause

This Agreement is subject to funding availability. COUNTY shall be the sole authority as to the availability of funds and how funds will be allotted.

In the event sufficient budget funds to fund this Agreement become reduced or unavailable, COUNTY shall notify CHILDREN'S BOARD of such occurrence, and COUNTY may terminate this Agreement, without penalty or expense to COUNTY, upon no less than 24 hours written notice to CHILDREN'S BOARD. If this Agreement is funded in whole or in part by federal or state dollars which are reduced or become unavailable, COUNTY shall notify CHILDREN'S BOARD of such occurrence and COUNTY may terminate this Agreement, without penalty or expense to COUNTY, upon no less than 24 hours written notice to CHILDREN'S BOARD. COUNTY shall make disbursements to CHILDREN'S BOARD for appropriate expenditures incurred up to the effective date of the termination.

ARTICLE 30  
Project Publicity

Pursuant to BOCC Policy No. 10.04.00.00, CHILDREN'S BOARD shall recognize the Hillsborough County Board of County Commissioners for its contribution in promotional material and at any events or workshops for which COUNTY funds provided pursuant to this Agreement are allocated. Any news release or other type of publicity must identify the Hillsborough County Board of County Commissioners as a funding source. In written materials, the reference to the Board of County Commissioners must appear in the same size letters and font type as the name of any other funding sources.

ARTICLE 31  
Political Endorsement Prohibition

Pursuant to BOCC Policy No. 02.12.00.00, the CHILDREN'S BOARD shall not engage in political activities that promote or oppose a specific candidate.

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IN WITNESS WHEREOF, the parties have caused their respective authorized representative to execute this Agreement effective as of the date first above written.

ATTEST: Pat Frank,  
Clerk of Circuit Court

COUNTY: Hillsborough County, Florida

By: Mina O.K. D.  
Deputy Clerk



By: [Signature]  
Chairman, Board of County Commissioners

Date: 12-19-13

ATTEST: For the CHILDREN'S BOARD

ORGANIZATION: Children's  
Board of Hillsborough County

Veronica M. Blanco  
Witness

VERONICA M. BLANCO  
Print Name

[Signature]  
Witness

Tonia Williams  
Print Name

By: [Signature]  
Authorized Official

Kelley Perri's  
(Printed Name of Signer)

Director  
(Title)

11.20.13  
(Date)

Department	Approval	Date
Procurement Services	<u>[Signature]</u>	<u>11-22-13</u>
County Attorney's	<u>N/A</u>	<u>11-25-13</u>

Approved as to Form and Legal Sufficiency:

BOCC Document No: 13-1216

BY: [Signature]  
Assistant County Attorney

ACKNOWLEDGEMENT FOR CORPORATION

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

On this 20TH day of NOVEMBER, 2013, before me the undersigned authority,  
personally appeared KELLEY PARRIS, to me known to be the  
(Name)  
individual described in and who executed the foregoing instrument as

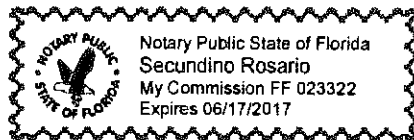
EXECUTIVE DIRECTOR of Children's Board of Hillsborough County  
(Title) (Organization Name)

a FLORIDA corporation, and who severally and duly acknowledged  
(State)

the execution of such instrument as such officer aforesaid, for and on behalf of and  
as the act and deed of said corporation, pursuant to the powers conferred upon said  
officer by the corporation's Board of Directors or other appropriate authority of said  
corporation, and who, having knowledge of the several matters stated in said  
foregoing instrument, certified the same to be true in all respects. He/she is  
personally known to me or has produced \_\_\_\_\_ as identification.  
(Type of ID)

Secundino Rosario  
(Official Notary Signature and Notary Seal)

SECUNDINO ROSARIO  
(Name of Notary typed or printed, or stamped.  
If stamped, it must be in addition to and separate  
from the Notary Stamp.)



FF 023322  
(Commission Number)

06/17/2017  
(Commission Expiration Date)

**LIST OF EXHIBITS**

**EXHIBIT "A"**  
SCOPE OF SERVICES

**EXHIBIT "B"**  
METHOD OF PAYMENT

**EXHIBIT "C"**  
REQUEST FOR PAYMENT FORMS

**EXHIBIT "D"**  
PROGRAM PERFORMANCE REPORT

**COMPOSITE EXHIBIT "E"**  
HILLSBOROUGH COUNTY EQUAL OPPORTUNITY CLAUSE

**EXHIBIT "F"**  
CHILDREN'S BOARD: ASO SERVICE CODE MATRIX

## **EXHIBIT "A"**

### **SCOPE OF SERVICES and CONSIDERATION** **FY 14**

#### **ORGANIZATION AGENCY PROGRAM PERFORMANCE STANDARDS**

ORGANIZATION: Children's Board of Hillsborough County

PROGRAM: Hillsborough County Funding for Services to Victims of Domestic Violence

PRIMARY GOAL: Administration of payments for case management programs and services provided to children and families in Hillsborough County who are victims of domestic violence.

#### **PART I – Scope of Services**

1. CHILDREN'S BOARD shall provide all administrative services and pay all administrative costs associated with the distribution of COUNTY funding through its ASO to process payment for allowable expenses that pay for services to children and families who are victims of domestic violence residing within Hillsborough County. Allowable expenses may include, but are not limited to the services listed in the CHILDREN'S BOARD: ASO Service Code Matrix as identified in Exhibit "F" attached hereto and incorporated herein. COUNTY and CHILDREN'S BOARD acknowledge that the ASO Service Code Matrix may be revised from time to time. CHILDREN'S BOARD shall notify COUNTY in writing of any changes to the ASO Service Code Matrix that directly affect the delivery of services to victims of domestic violence within five days of such change. Any such additions, deletions or changes shall not require a written modification to this Agreement.
2. CHILDREN'S BOARD shall ensure all case management agencies who receive COUNTY funds perform the following:
  - a) Ensure case managers and supervisors participate in the ASO training; and
  - b) Enroll participants and submit their individual budgets to CHILDREN'S BOARD and request payments using the ASO'S web application; and
  - c) Utilize the funds allocated by COUNTY for services to victims of domestic violence; and
  - d) Work within CHILDREN'S BOARD ASO guidelines for credentialing service providers; and
  - e) Follow CHILDREN'S BOARD ASO policies and procedures for the use of ASO funds which may be amended by the CHILDREN'S BOARD; and
  - f) Participate in programmatic monitoring as outlined in the ASO Monitoring Protocol which may be amended by the CHILDREN'S BOARD.
3. CHILDREN'S BOARD shall invoice COUNTY for ASO payments issued within 15 days following the end of the month for which billing is being submitted, or until all funds have been allocated. Final Request for Payment Form shall be submitted within 45 days of the end of each Term, the termination or expiration of this Agreement whichever occurs first.

4. CHILDREN'S BOARD shall provide COUNTY with access to ASO database within 15 days following the effective date of this Agreement, for tracking of dollars spent and services provided by CHILDREN'S BOARD in direct support of Agreement.
5. CHILDREN'S BOARD shall provide ASO reports regarding utilization of COUNTY funds annually, or as requested by COUNTY.
6. CHILDREN'S BOARD shall provide COUNTY, upon request, copies of monitoring reports for vendors utilized in the performance of this Agreement.

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## **EXHIBIT “B”**

### **METHOD OF PAYMENT**

1. CHILDREN’S BOARD shall submit a Request for Payment Form as identified in Exhibit “C” for expenses incurred during execution of this Agreement. Request for Payment Forms shall be submitted monthly within 15 days following the end of the month for which billing is being submitted, or until all funds have been allocated.
2. CHILDREN’S BOARD shall submit its final Request for Payment and Program Performance Report Forms within 45 days of the end of each Term, the termination or expiration of this Agreement whichever occurs first.
3. In no event will the funds received under this Agreement by CHILDREN’S BOARD, for full and complete performance, exceed \$100,000.

EXHIBIT "C"

REQUEST FOR PAYMENT FORM  
FY 14

HILLSBOROUGH COUNTY – FAMILY AND AGING SERVICES/HEALTH CARE SERVICES  
P.O. BOX 1110, TAMPA, FLORIDA 33601

ORGANIZATION NAME: Children's Board of Hillsborough County

PROGRAM: Hillsborough County Funding for Services to Victims of Domestic Violence

REQUEST NUMBER: \_\_\_\_\_ MONTH: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

FINANCIAL STATUS REPORT

	ANNUAL APPROVED BUDGET	CURRENT REQUEST \$	REQUESTS YTD \$	REMAINING BALANCE \$
1. ASO Funds for Domestic Violence	<u>\$100,000</u>			
TOTAL	<u>\$100,000</u>			

I certify that the service covered by this request have been provided to the COUNTY in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report is true, accurate and complete.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

FOR COUNTY USE ONLY

G/L ACCOUNTING CODE \_\_\_\_\_ DOCUMENT # \_\_\_\_\_

P. O. # \_\_\_\_\_ APPROVED: \_\_\_\_\_

I verify that Hillsborough County (based upon certification of Organization Official) has received the goods and/or services.

TYPE OF REVIEW

APPROVED

DATE

FISCAL

PROGRAMMATIC

COMMENTS: \_\_\_\_\_

**EXHIBIT "D"**  
**PROGRAM PERFORMANCE REPORT**  
**FY 14**

ORGANIZATION: Children's Board of Hillsborough County

PROGRAM: Hillsborough County Funding for Services to Victims of Domestic Violence

REPORT PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_

PERCENTAGE OF CONTRACT COMPLETED \_\_\_\_\_%

I. ACCOMPLISHMENTS (Types of Services Provided, Vendors Funded): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. PROBLEMS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

<u>UNITS OF SERVICE PROVIDED</u>	<u>ANNUAL PROGRAM GOAL</u>	<u>YEAR REPORT PERIOD</u>	<u>TO DATE</u>	<u>% OF GOAL COMPLETED</u>
--	------------------------------------	-----------------------------------	--------------------	--------------------------------

Number of clients served	_____	_____	_____	_____
--------------------------	-------	-------	-------	-------

IV. OTHER COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMPOSITE EXHIBIT "E"

### HILLSBOROUGH COUNTY EQUAL OPPORTUNITY CLAUSE:

APPLICABLE TO ALL CONTRACTS AND SUBCONTRACTS IN THE AMOUNT OF \$10,000 OR MORE.

During the performance of this Agreement, CHILDREN'S BOARD agrees as follows:

- (1) General. CHILDREN'S BOARD will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, handicap or marital status. CHILDREN'S BOARD will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, handicap or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CHILDREN'S BOARD agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- (2) Recruitment. CHILDREN'S BOARD will in all solicitations or advertisements for employees placed by or on behalf of CHILDREN'S BOARD state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, handicap or marital status.
- (3) Unions. CHILDREN'S BOARD will send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advertising the labor union or worker's representative of CHILDREN'S BOARD'S commitments under this assurance, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) Compliance Reports. CHILDREN'S BOARD will maintain records and information assuring compliance with these requirements and shall submit to the designated COUNTY official timely, complete and accurate compliance reports at such times and in such form containing such information as the responsible official or his designee may determine to be necessary to enable him to ascertain whether CHILDREN'S BOARD has complied or is complying with these requirements. CHILDREN'S BOARD will permit access to its books, records and accounts by COUNTY for purposes of investigation to ascertain compliance with such rules, regulations and orders. In general, CHILDREN'S BOARD and subcontractors should have available racial and ethnic data showing the extent to which members of minority groups are beneficiaries under this Agreement.
- (5) Sanctions. In the event of CHILDREN'S BOARD'S non-compliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations or orders, this Agreement may be cancelled, terminated or suspended in whole or in part

and CHILDREN'S BOARD may be declared ineligible for further COUNTY contracts by rule, regulation or order of the Board of County Commissioners of Hillsborough County, or as otherwise provided by law.

- (6) Subcontractors. CHILDREN'S BOARD will include the provisions of paragraphs (1) through (6) in every subcontract under this Agreement so that such provisions will be binding upon each subcontractor. CHILDREN'S BOARD will take such action with respect to any subcontractor as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance.
- (7) Federal Requirements. In the event this Agreement is paid in whole or in part from any federal governmental agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

### ***APPLICABLE STATUTES, ORDERS AND REGULATIONS***

#### **FEDERAL**

- Section 1 of the Fourteenth Amendment to the United States Constitution
- Title VI of the Civil Rights act of 1964
- Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and 1975, as amended by The Civil Rights Act of 1991 (P.L. 102-166) (CRA) and the Lily Ledbetter Fair Pay Act of 2009 (P.L. 111-2)
- Civil Rights Acts of 1866 and 1870
- Title III of the Civil Rights Action of 1968 (Fair Housing Act), P.L. 90-284
- Civil Rights Restoration Act of 1987, P.L. 100-259
- Federal Civil Rights Act of 1991, P.L. 102-166
- Executive Order No. 11738, as amended and supplemented
- Equal Opportunity Regulations, 41 C.F.R. §60-1.4
- Standards for a Merit System of Personnel Administration, 5 C.F.R. §900.603
- Revised Order Number 4, 41 C.F.R. §60-2.10
- Rehabilitation Act of 1973, P.L. 93-112, as amended
- Interagency Agreement dated March 23, 1973
- Executive Order No. 11914, Nondiscrimination with Respect to the Handicapped in Federally Assisted Programs
- Age Discrimination in Employment Act of 1967, P.L. 90-202, as amended
- Age Discrimination Act of 1975, 42 U.S.C. § 6101-6107
- Older Americans Act of 1975, P.L. 94-135
- Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et Seq., as amended by P.L. 110-325
- Veterans Readjustment Act, as amended, 38 U.S.C. §§4211 et seq.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, (State and Local Assistance Act of 1972, as amended)
- Office of Management and Budget Circular 102, Attachment O
- Clean Air Act, P.L. 101-549, 42 U.S.C. §§7401 et seq.
- Clean Water Act, 33 U.S.C. §1251, 40 C.F.R. 15
- Executive Order No. 11738, Clean Air Act and Federal Water Pollution Act

---- Environmental Protection Agency (EPA) Regulations, 40 C.F.R. Part 15

STATE

- State Constitution, Preamble and Article 1, Section 2 protects citizens from being deprived of any right because of race, national origin, religion, or physical disability.
- State Constitution, Preamble and Section 13.251 protects citizens from discrimination because of race, national origin, physical disability or sex
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, because of race, color, national origin, sex, handicap, or religious creed
- Florida Statutes § 112.043, prohibits age discrimination in employment
- Florida Statutes § 413.08 prohibits discrimination against physically disabled persons in employment
- Florida Statutes, § 448.07, prohibits wage rate discrimination based on sex
- Florida Civil Rights Act of 1992, as amended, Florida Statutes § 760.01-760.11 & Florida Statutes § 509.092

HILLSBOROUGH COUNTY

- Hillsborough County Code of Ordinances and Laws, Article II, (Human Rights Ordinance) prohibits discrimination in housing, employment, public accommodations, and procurement and contracting.
- Hillsborough County Code of Ordinances and Laws Article IX, § 9.11 (Home rule Charter) provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, handicap, or political affiliation.

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**HILLSBOROUGH COUNTY EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION QUESTIONNAIRE**

**ORGANIZATION NAME:** \_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_

**ORGANIZATION CIVIL RIGHTS STATUS**

All responding ORGANIZATIONS are requested to carefully review the following questions and provide responses as it relates to the ORGANIZATION'S own affirmative action and equal opportunity practices.

Please respond to the following:

1. \*Provide a copy of the ORGANIZATION'S Affirmative Action Plan or Program (If not submitted within the past twelve (12) months.).
2. Workforce Analysis by race/sex and EEO category.
3. If the ORGANIZATION receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the ORGANIZATION receptive to on-site reviews?
6. Does the ORGANIZATION have a procedure for resolving discrimination complaints?
7. Has the ORGANIZATION been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the ORGANIZATION anticipate hiring additional staff to perform this contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the ORGANIZATION'S Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past twelve (12) months.).

\*A written Affirmative Action Plan or Program is required if the ORGANIZATION has fifteen (15) or more employees. If the ORGANIZATION has fewer than fifteen (15) employees, then an Affirmative Action Policy Statement is required.

## **SANCTIONS AND PENALTIES**

1. Failure to comply with the Equal Opportunity and Affirmative Action requirements adopted by the Board of County Commissioners of Hillsborough County may result in suspension or debarment of the firms or individuals involved. Debarment of firms by Hillsborough County for activity contrary to this program will be carried out according to the debarment procedures contained in the Hillsborough County Procurement Manual. Said firm or individual will be notified by registered mail of said suspension or debarment and may appeal suspension or debarment through the procedure set forth in the Procurement Manual.
2. The Board of County Commissioners encourages each proposer/bidder to submit EEO documentation with the bid.
3. The Board of County Commissioners also reserves the right to reject any proposals from firms who have previously failed to perform properly and who have done so by commission or omission of an act of such serious or compelling nature that the act indicates a serious lack of business integrity or honesty or willingness to comply.

# EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

ORGANIZATION NAME: \_\_\_\_\_

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEM	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

\*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.

(DO NOT LEAVE THIS PAGE BLANK)

HISP: HISPANIC  
API: ASIAN/PACIFIC ISLANDER  
AI: AMERICAN INDIAN

**HILLSBOROUGH COUNTY EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION QUESTIONNAIRE**

**ORGANIZATION NAME: CHILDREN'S BOARD OF HILLSBOROUGH COUNTY**

PROGRAM NAME: ADMINISTRATIVE SERVICES ORGANIZATION

**ORGANIZATION CIVIL RIGHTS STATUS**

All responding ORGANIZATIONS are requested to carefully review the following questionnaire and provide responses as it relates to the ORGANIZATIONS own affirmative action and equal opportunity practices.

Please respond to the following:

1. \*Provide a copy of your ORGANIZATION'S Affirmative Action Plan or Program. (If not submitted within the past 12 months).

The Children's Board of Hillsborough County participates in the Hillsborough County County Wide Affirmative Action Plan. Please see **ATTACHMENT I. HILLSBOROUGH COUNTY COUNTY WIDE AFFIRMATIVE ACTION PLAN 2008-2012**, p. 39.

2. Workforce Analysis by race/sex and EEO category.

Please see **ATTACHMENT II. Equal Opportunity Workforce Analysis**.

3. If ORGANIZATION receives federal/state/local funding, please list source and dollar amount.

Please see **ATTACHMENT III. Children's Board Budget**.

4. Name of person designated as EEO representative.

Executive Director, Kelley Parris is designated as the EEO representative.

5. Is the ORGANIZATION receptive to on-site reviews?

Yes, the Children's Board is receptive to on-site reviews.

6. Does the ORGANIZATION have a procedure for resolving discrimination complaints?

Yes, the Children's Board participates in the Hillsborough County County Wide Affirmative Action Plan. Please see **ATTACHMENT IV HILLSBOROUGH COUNTY COUNTY WIDE AFFIRMATIVE ACTION PLAN 2012-2017**, pp. 33, 34 addresses how to resolve discrimination complaints. Additionally the Children's Board Code of Ethics and Harassment (Including Sexual Harassment) Procedure address this topic.

7. Has your firm been charged with discrimination within the past 18 months? If yes, how many charges, nature of charge, when, and where?

Yes, three charges.

a. Tarah Powell filed a Charge of Discrimination with the U.S. Equal Employment Opportunity Commission on March 26, 2012. The charge is that the Children's Board discriminated against Ms. Powell on the basis of her race and in retaliation for complaining of discrimination. The Children's Board denied any discrimination or retaliation and the EEOC is investigating.

b. John Frost filed a Charge of Discrimination with the U.S. Equal Employment Opportunity Commission on March 27, 2012. The charge is that the Children's Board discriminated against Mr. Frost on the basis of his national origin, religion, and in retaliation for complaints of disparate treatment. The Children's Board denied any discrimination or retaliation. The EEOC investigated and on July 12, 2012 closed its investigation without finding probable cause to believe that discrimination or retaliation occurred. The EEOC also issued a "right to sue" notice to Mr. Frost. The Children's Board has not received any notice that John Frost has filed any legal action arising out of the charge.

c. Madelyn Hornbeck filed a Charge of Discrimination with the U.S. Equal Employment Opportunity Commission on April 10, 2012. The charge is that the Children's Board discriminated against Ms. Hornbeck on the basis of her national origin and in retaliation for complaints of discrimination and assisting in an investigation. The Children's Board denied any discrimination or retaliation. The EEOC is investigating.

8. Does the ORGANIZATION anticipate hiring additional staff to perform this contract? If yes, please provide the number of positions and type of positions.

No, the Children's Board does not anticipate hiring additional staff to perform this contract.

9. Please provide a copy of the ORGANIZATION'S Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer. (If not submitted within the past 12 months).

Please see **ATTACHMENT I. HILLSBOROUGH COUNTY COUNTY WIDE AFFIRMATIVE ACTION PLAN 2012-2017**, p. 39; **ATTACHMENT VI. Children's Board of Hillsborough County Affirmative Action/Equal Employment Opportunity Policy Statement**, p.33; **ATTACHMENT V. Executive Director's Affirmative Action/Equal Employment Opportunity Policy Statement**.

\*A written Affirmative Action Plan or Program is required if the ORGANIZATION has 15 or more employees. If the ORGANIZATION has fewer than fifteen (15) employees, then an Affirmative Action Policy Statement is required.

# ATTACHMENT I



This Hillsborough County County-Wide Affirmative Action Plan is applicable to the agencies and authorities of Hillsborough County listed below. On the pages that follow are copies of each agency's correspondence indicating support for this plan.

**Arts Council**  
**Aviation Authority**  
**Children's Board**  
**Civil Service Board**  
**Clerk of Circuit Court**  
**County Administrator**  
**County Attorney's Office**  
**Environmental Protection Commission**  
**Expressway Authority**  
**Internal Performance Auditor**  
**Law Library**  
**Planning Commission**  
**Property Appraiser**  
**Public Transportation Commission**  
**Sheriff's Office**  
**Soil Conservation District**  
**Supervisor of Elections**  
**Tampa Port Authority**  
**Tampa Sports Authority**  
**Tax Collector**  
**Victim Assistance**

## **ATTACHMENT II**

EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS  
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEM	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
OFFICIALS and MANAGERS	2	7	1	1	0	0	0	5	1	1	0	0
PROFESSIONALS	3	9	3	0	0	0	0	6	0	3	0	0
TECHNICIANS	1	0	0	1	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE and CLERICAL	1	8	0	0	1	0	0	5	2	1	0	0
CRAFTSMAN (SKILLED)	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES (SEMI-SKILLED)	1	0	0	0	1	0	0	0	0	0	0	0
LABORERS (UNSKILLED)	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	8	24	4	2	2	0	0	16	3	5	0	0

\*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-4)  
REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.  
(DO NOT LEAVE THIS PAGE BLANK)

WHT:	WHITE
BLK:	BLACK
HISP:	HISPANIC
API	ASIAN/PACIFIC ISLANDER
AI:	AMERICAN INDIAN

## **ATTACHMENT III**

**Children's Board Of Hillsborough County**  
**Fiscal Year 2014 Budget**  
**October 1, 2013 - September 30, 2014**



**SUMMARY**

**Millage Rate:**

**Rolled-Back @ .4828**

	<b>FY 2013 Original Budget</b>	<b>FY 2013 Revised Budget</b>	<b>FY 2013 Estimated Actual</b>	<b>FY 2014 Budget</b>
<b>Revenue</b>				
Ad-Valorem Taxes	29,206,687	29,206,687	29,142,799	29,625,055
Investment Income	133,000	133,000	121,500	81,500
Revenue Maximization Funding	285,000	285,000	207,000	200,000
Grants	555,120	555,120	555,120	-
Administrative Services Organization Funding	1,056,500	1,056,500	596,173	350,000
Other Community Partner Funding	210,000	210,000	216,125	210,000
Miscellaneous Income	289,346	289,346	227,037	92,360
<b>Total Revenue</b>	<b>31,735,653</b>	<b>31,735,653</b>	<b>31,065,754</b>	<b>30,558,915</b>
<b>Expenditures</b>				
Program Expenditures				
Program Funding (Continuation Grants)	24,579,448	24,838,632	23,541,858	25,908,047
New Program Funding (unallocated)	1,800,000	1,950,000	1,725,470	1,900,000
<b>Total Program Expenditures</b>	<b>26,379,448</b>	<b>26,788,632</b>	<b>25,267,328</b>	<b>27,808,047</b>
Operating Expenditures				
Employee Salaries and Benefits	3,764,521	3,501,818	3,116,262	3,194,879
Contracted Professional Services	640,391	672,462	637,497	369,094
Facility Expenditures	330,023	447,362	520,139	408,004
Other Operating	385,702	418,964	349,518	301,565
<b>Total Operating Expenditures</b>	<b>5,120,637</b>	<b>5,040,606</b>	<b>4,623,416</b>	<b>4,273,542</b>
Capital Expenditures	-	-	-	-
Mandatory Government Fees	1,333,493	1,333,493	1,339,874	1,397,047
<b>Total Expenditures</b>	<b>32,833,578</b>	<b>33,162,731</b>	<b>31,230,618</b>	<b>33,478,636</b>
<b>Net Spend Down of Fund Balance</b>	<b>(1,097,925)</b>	<b>(1,427,078)</b>	<b>(164,864)</b>	<b>(2,919,721)</b>



## **ATTACHMENT IV**

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## **SECTION V - EQUAL EMPLOYMENT OPPORTUNITY**

### **COMPLAINT PROCEDURE**

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#### **STATEMENT OF POLICY**

As earlier indicated, it is the policy of Hillsborough County government to assure that all employment and conditions of employment provided by Hillsborough County Government shall be free from discrimination based on race, creed, color, religion, gender, national origin, age, marital status, disability, or political affiliation. In furtherance of this policy, the following procedures for processing complaints filed by employees of or applicants for employment with Hillsborough County Government are established.

#### **FILING OF COMPLAINTS**

Any employee of Hillsborough County or any applicant for employment with County government claiming to be aggrieved by an unfair employment practice may, by himself or herself or through his or her representative, file a written complaint with the Hillsborough County Civil Service Board or with the equal employment opportunity contact person of the agency in which he or she is employed or seeking employment. When a complaint is filed with the Hillsborough County Civil Service Board, it shall be referred to the appropriate agency head for immediate processing and investigation.

#### **PROCESSING OF COMPLAINTS**

Investigation - - After the filing of a complaint, the appropriate agency head or delegate will make an immediate investigation of the matter to determine whether or not it establishes probable cause of an unlawful discriminatory practice. In conducting investigations, the investigator may call on any County or State agency or employee thereof, and may contact representatives of Federal agencies having like jurisdiction over equal employment opportunity complaints, for advice and counsel in the investigation of the complaint. Appendix I contains the name, address, and telephone number of the relevant County, State and Federal agencies.

#### **RESOLUTION OF COMPLAINTS**

The appropriate agency head may dismiss a complaint if, after a thorough investigation, it is determined that there is no probable cause for a finding of discrimination because of race, creed, color, national origin, religion, gender, age, marital status, disability or political affiliation. The complainant shall be advised of other available sources for appeal or review of the complaint to include a hearing before the Civil Service Board.

If probable cause of a discriminatory practice based on race, creed, color, national origin, gender, religion, age, marital status, disability, or political affiliation is found to exist, the head of the agency in which the complaint occurred shall endeavor to eliminate said practice by all available means. The Civil Service Office will be included in any such efforts where a violation of the Civil Service Law or Rules is involved.

Where attempts to resolve the complaint fail, the complainant shall be notified in writing of his or her right to a hearing before the Civil Service Board and guidance will be provided to the complainant on how to file the request for such hearing, if desired.

### **COROLLARY PROVISION**

Nothing contained in these procedures shall be construed to deny a complainant the right to file a complaint with State or Federal agencies having statutory responsibility for receiving and investigating a complaint of unlawful discrimination. Appendix H contains references to the Federal, State, and County laws which define the protections afforded to specific groups of individuals. Appendix I contains the name, address, and telephone number of the relevant County, State, and Federal agencies.

Complainant shall be free from restraint, interference, coercion, discrimination, or retaliation for having filed a complaint, given information or testified in a hearing or judicial proceeding with regard to any complaint filed under these provisions.

The complainant has the right to be accompanied, represented and advised by a representative or attorney of his or her choice. Upon a complainant filing a grievance, the agency head shall release the involved employee(s) without loss of pay, penalty, or prejudice for such time as his or her attendance is required in meetings, conferences, or hearings relating to the resolution of the complaint.

# **ATTACHMENT V**



Children's Board  
HILLSBOROUGH COUNTY

[www.ChildrensBoard.org](http://www.ChildrensBoard.org)

November 18, 2013

BOARD MEMBERS

Christopher E. Brown  
Board Chair

Honorable  
Doretha Edgecomb  
Vice Chair

Mike Carroll  
Secretary/Treasurer

Commissioner  
Kevin Beckner

Megan Dempsey

MaryEllen Elia

Honorable  
Katherine Essrig

Edwin Narain

Kelly O'Brien

Susan P. Schneider

Kelley Parris  
Executive Director

Dane Petersen, Director  
Civil Service Board  
601 East Kennedy Boulevard, 17<sup>th</sup> Floor  
Tampa, FL 33602

The Children's Board is committed to the County-Wide Affirmative Action Plan promoting affirmative action efforts throughout the county.

The Children's Board continues to promote and encourage employee participation in training events which are available through the Affirmative Action Council. Trish Charo is the designated agency representative.

The Children's Board remains committed to equal opportunity and a diverse workplace.

Sincerely,

Kelley Parris  
Executive Director

1002 East Palm Avenue  
Tampa, FL 33605

P: 813.229.2884

F: 813.228.8122

Web: [ChildrensBoard.org](http://ChildrensBoard.org)



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.



**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Clinical</b>		
Adoption Trainer/Type 1	Assessment of the causes of behavior through observation and analysis; also includes planning, teaching, and implementing strategies to develop appropriate, healthy alternative behaviors, provided by a specialized Adoption Trainer.	Certified Behavior Analyst (CBA) or Certified Assistant Behavior Analyst (CABA), completion of STC Training Institute or Rutgers Adoption Competency Training
Adoption Trainer/Type 2	Goal-directed, face-to-face interventions provided by a specialized Adoption Trainer.	License, Malpractice Insurance, Resume, completion of STC Training Institute or Rutgers Adoption Competency Training.
Assessment	Identification of a individual's strengths, determination of goals and need for services and supports, and specific activities to carry out and measure over time.	License, Malpractice Insurance, and Resume
Behavioral Therapy (Behavior Analysis)	Assessment of the causes of behavior through observation and analysis; also includes planning, teaching, and implementing strategies to develop appropriate, healthy alternative behaviors.	Certified Behavior Analyst (CBA) or Certified Assistant Behavior Analyst (CABA), and Malpractice Insurance
Crisis Intervention and Stabilization	An immediate on-site (home, school, or community) therapeutic response, available 24 hours a day, which involves face-to-face contact with the child and their family or other collaterals to stabilize and alleviate problems which, left untreated, present an immediate threat to the child or others.	License, Malpractice Insurance, and Resume
Dental Service	Payments for dental care.	License, Malpractice Insurance
Diagnostic Services	Includes lab work such as blood tests & urinalysis, radiology, diagnostic imaging, etc.	License, Malpractice Insurance
Emergency Medical Service	Payments for emergency medical care.	License, Malpractice Insurance

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Clinical</b>		
Evaluation	An assessment used to answer a specific treatment question. May include the use of psychometric tools or tests. Likely to address a specific domain, i.e. psychological, education, substance abuse, etc.	License, Malpractice Insurance, and Resume
Family Therapy	Goal-directed, face-to-face psychotherapeutic interventions provided to the family. May be provided in home or community.	License, Malpractice Insurance, and Resume
Group Therapy	Goal-directed, face-to-face psychotherapeutic interventions provided in a group setting.	License, Malpractice Insurance, and Resume
Individual Therapy	Goal-directed, face-to-face psychotherapeutic interventions provided to an individual participant. May be provided in home or community.	License, Malpractice Insurance, and Resume
Medical Insurance Co-Pay	Payments to clinical/medical providers to cover the cost of an insurance co-payment.	License, Malpractice Insurance
Medical Supplies	Medical items that are durable or non-durable.	none
Medication Assessment and Management	The review by a qualified medical professional of relevant laboratory test results, prior pharmacologic interventions, and current medication usage, including discussion with parent or caretaker any side effects or special considerations for children.	License, Malpractice Insurance
Nursing/Home Health Service	Part-time or intermittent nursing care provided by a registered or licensed practical nurse or home health agency.	License, Malpractice Insurance
Occupational Therapy	Therapy that addresses the functional needs of an individual related to the performance of self-help skills; adaptive behavior; and sensory, motor, and postural development.	License, Malpractice Insurance, and Resume

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Clinical</b>		
Pharmacy Services	Payments for prescription medication	License, Malpractice Insurance
Physical Therapy	Therapy that addresses the development, improvement, or restoration of neuromuscular or sensory motor function; relief of pain; or control of postural deviation to attain maximum performance.	License, Malpractice Insurance, and Resume
Psycho-Educational Groups	Specialized classes aimed at helping people to learn about a broad range of emotional and behavioral difficulties, their effects, and strategies to deal with them. May include groups to address domestic violence, anger management, substance abuse, parenting, etc.	Resume and training certificate in field
Scheduled Medical Service	Payments for regular medical care to improve functioning and prevent deterioration.	License, Malpractice Insurance
Sex Offense Specific Evaluation	Assessment that focuses on an individuals' sexual development, sexual history, paraphilic interests, sexual adjustment, risk level of reoffending and victimology. It also includes a full social history, familial history, employment/ school history, case formulation and specific treatment recommendations, including level of care/ placement.	License, Malpractice Insurance, Resume, at least 20 CEU hours focusing on youth with sexual behavior problems, and at least 2 years experience providing treatment and sex offense specific assessments for youth with sexual behavior problems
Special Therapies	Non-traditional/recreational therapies including art, music, dance, movement, etc., individually or in a group setting.	License, Malpractice Insurance, and Resume
Specialty Assessment	Neurological, psychological, developmental, behavioral, and learning disability evaluations by a qualified professional.	License, Malpractice Insurance, and Resume
Speech Therapy	Evaluation and treatment of speech-language disorders.	License, Malpractice Insurance, and Resume
Substance Abuse Services	Goal-directed, face-to-face psychotherapeutic interventions dealing with alcohol and drug abuse issues. May be group or individual outpatient services.	License or Certified Addictions Professional (CAP)

## Children's Board: ASO Service Code Matrix

Service Code Name	Service Code Description	Credential Requirements
<b>Clinical</b>		
Clinical: OTHER	Service generally described as a CLINICAL service, but service cannot be specifically defined within other group codes.	License, Malpractice Insurance, and Resume
<b>Goods</b>		
Adaptive Equipment	One-time payments may cover the cost of accommodations that go beyond the "reasonable accommodation" required by the ADA. All other resources need to be accessed before this option can be authorized. These costs might include a physical modification, positioning device, special training, or other cost that is unlikely to be required on an ongoing basis.	none
Assistive Technology	Any item that increases access and/or independence in home and/or community.	none
Computer Hardware	Purchase of Computer Hardware.	none
Computer Software	Purchase of Computer Software.	none
Educational Equipment/Supplies	Educational equipment, books, and school supplies.	none
Goods: OTHER	Service generally described as a GOOD, but service cannot be specifically defined within other group codes.	none
<b>Housing</b>		
Appliance	Payments for appliances.	none
Electric	Payments to electric company on behalf of participant.	none
Emergency Shelter	Payments for temporary, emergency housing.	none
Furniture	Payments for home furnishings.	none
Gas	Payments to gas company on behalf of participant.	none

## EXHIBIT "F"

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Housing</b>		
Home Maintenance	Regular household maintenance fees and/or repairs	Licensed, bonded, and insured
Home Modification	Modifications made to a home that increases the participant's access and independence.	Licensed, bonded, and insured
Household Supplies	Payments for household materials or supplies	none
Housekeeping Services	Payments for cleaning, laundry, cooking or other household duties.	none
Housing Specialist	Services to aid families in the location of new housing or stabilization of current housing.	Certification as a Residential Property Manager or Realtor from an accredited association. Should also be knowledgeable in relationship management, legal issues, risk management strategies, professional ethics, on-site maintenance management, and leasing
Internet Access	Payments for internet service on behalf of participant.	none
Moving / Storage	Payments for moving expenses or storage expenses	none
Phone	Payments for telephone service on behalf of participant.	none
Rent / Mortgage	Payments for monthly rent or mortgage.	none
Security Deposit	Payments to secure housing for participant.	none
Water	Payment to water company on behalf of participant.	none
Housing: OTHER	Service generally described as HOUSING SUPPORT, but service cannot be specifically defined within other group codes.	none



## EXHIBIT "F"

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Individual Family Supports</b>		
Adoption Trainer/Cultural Transition Services	Supports and services by a Specialized Adoption Trainer to assure successful transition to adoption.	Completion of STC Training Institute or Rutgers Adoption Competency Training
Adoption Trainer/Parent Instruction	Services provided in the home by a Specialized Adoption Trainer that focus on the parent's need for instruction and skill development to maintain or enhance parental functioning.	Bachelor's degree or appropriate certification and completion of STC Training Institute or Rutgers Adoption Competency Training
Adoption Trainer/Peer Mentor	Supports and services to pre-adoptive families provided by an Adoptive Parent/Specialized Adoption Trainer.	Completion of STC Training Institute or Rutgers Adoption Competency Training
Attendance at Planning Meeting	A scheduled face-to-face contact with family support team members including child and family for the purpose of reviewing, assessing, planning, and identifying needs necessary to create or revise a Family Support Plan.	n/a
Babysitting	Temporary care of children in the families' home by an individual known to the family, limited to 20 hours a month, no transportation, no overnight.	Background Screening or Acknowledgment of Risk Form signed by parent
Childcare Support	Child care services provided in a licensed child care facility or licensed family child care provider's home.	Child Care License
Educational Consultant	Performs an assessment of a child's learning abilities and difficulties and provides strategies to remediate learning disabilities.	Appropriate professional certification or license
Financial Coach	Services provided in the home or community that focus on intensive training and coaching in the areas of personal finance, budgeting, credit and debt management, financial goal setting and savings.	Professional certification in field by a nationally recognized accrediting body
In-Home Parent Instruction	Services provided in the home that focus on the parent's need for instruction and skill development to maintain or enhance parental functioning.	Bachelor's degree or appropriate certification

## EXHIBIT "F"

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Individual Family Supports</b>		
Interpreter and Translation Services	Interpreter and translation services to facilitate communication on behalf of the child and family	Appropriate certification
Job Coach	On-going support to assist participant in learning and maintaining employment.	Bachelor's degree
Job Developer	Service to assist participant in securing employment including practice interviews, resume development, and employer recruitment. This service would be managed by a certified provider and should be time limited.	Bachelor's degree
Legal Services	Services provided by a qualified lawyer to resolve specific concerns as described in the Family Support Plan.	Active status with the Florida Bar Association
NIC Supplement	Additional reimbursement to the child care provider (center or family child care home) for the actual costs of child care which exceeds those provided to other children.	Qualified provider as indicated by the Early Learning Coalition's Quality Counts for Kids project on the Network of Inclusive Childcare (NIC) Child Care Provider Eligibility Summary Report
NIC Wrap Around Supplement	Reimbursement to the child care provider for their daily rate to hold the child's spot during the hours that the child would be participating within alternative school setting such as the Early Exceptional Learning Program (EELP) allowing the child to return to the child care provider for am and pm extended care.	Qualified provider as indicated by the Early Learning Coalition's Quality Counts for Kids project on the Network of Inclusive Childcare (NIC) Child Care Provider Eligibility Summary Report
Out of School Time	Payments for children to participate in programs outside of school hours (before or after school or during the summer).	none
Overnight Supervision	Night-time monitoring and supervision to prevent any problems that could, if unattended, present a threat to child or others.	Bachelor's degree or equivalent experience or Respite Training

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Individual Family Supports</b>		
Parent Aide/Life Coach	Services provided in the home that focus on specific training and coaching on skills such as household organization, time management, personal finance, cleaning, etc.	Parent Advocate Training or Equivalent
Study of the Child	A study of the child in preparation for finding an adoptive family, including a review of the foster care record and all available information regarding the child and the birth family's medical and social history. A study of the child includes developmental history, medical history, family history, psychological and psychiatric evaluations, heredity, and pre-placement physical examination.	Bachelor's in human services or similar field of study and 4 years of Child Welfare experience AND 3 years experience conducting Home Studies/ Child Studies or similar reports
Study of the Home	A written report to be prepared for each interested adopting family. The report will include: the ability and willingness of the adoptive family to adopt some or all of a sibling group; the commitment of the applicant to value, respect, appreciate and educate the child regarding his or her racial and ethnic heritage; the family's child rearing experience; marital status; residence; income; housing and neighborhood; health; other children in the family; and working parents.	Bachelor's degree in human services or a similar field of study and 4 years of Child Welfare experience AND 3 years experience conducting Home Studies/Child Studies or similar reports
Transition Services	Supports and services to assure successful transition to independence (e.g. living with roommates in the community.) Services include specific training and coaching on skills such as time management, personal finance, employment, transportation, or education.	Bachelor's degree or equivalent experience
Tutor	Assistance with homework or other school assignments to help participant reach educational goals.	Teaching Certification or experience/education in the appropriate subject matter

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Individual Family Supports</b>		
Youth Advocate	All inclusive wraparound advocacy services, including mentoring, tutoring, life skills, job coaching, supported employment, transition services, and other supports based on individualized plan.	CPR, First Aid, and Respite Training (within 60 days)
Individual Family Supports: OTHER	Service generally described as INDIVIDUAL FAMILY SUPPORTS, but service cannot be specifically defined within other group codes.	
<b>Mentoring</b>		
Agency Mentor	Person engaged to develop a trusting and nurturing relationship, serve as a role model, and assist with social skills development and self-esteem building. Provided by a certified worker from an agency.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)
Non-Agency Mentor	Person engaged to develop a trusting and nurturing relationship, serve as a role model, and assist with social skills development and self-esteem building. Provided by a certified individual provider.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)
Mentor: OTHER	Service generally described as MENTORING, but service cannot be specifically defined within other group codes.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)
<b>Respite</b>		
Agency Respite	Temporary care for a child in their home or community to provide a break for the caregiver. Provided by a certified respite worker from an agency.	Respite Training, First Aid (in 60 days), and CPR (in 30 days)
Crisis Respite	Removal of child to an emergency bed or respite crisis bed/shelter for a limited period in order to stabilize the home.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Respite</b>		
Non-Agency Respite	Temporary care for a child or children in their home or community to provide a break for the caregiver. Provided by an individual respite worker.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)
Overnight Respite (Planned)	Respite service delivered overnight in a certified provider's home or facility to provide a break for the caregiver.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)
Respite: OTHER	Service generally described as RESPITE, but service cannot be specifically defined within other group codes.	Respite Training, First Aid (in 60 days), and CPR (in 60 days)
<b>Stipends</b>		
Activity	One-time or irregular payments for specific activities.	none
Adult Education Course	Payments for tuition and fees for adult education courses.	none
Baby Items	Payments for child safety items, diapers, cribs, strollers, equipment, etc.	none
Background Screening	Payments for background screening of an individual provider on behalf of the participant	none
Camp	Payments for camp registration and/or tuition.	none
Clothing Stipend	Payments made for clothing purchase.	none
Food Stipend	Payments made for food purchase.	none
Identification Documents	Payments for birth certificates, state ID cards, or other forms of identification.	none
Legal Fees	Payments for court costs (excluding criminal or immigration related.)	none
Membership	Payments made for membership in community programs.	none

## EXHIBIT "F"

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Stipends</b>		
Personal Stipend	Payments made to participant or family member, such as incentives, rewards, or other activities related to the Family Support Plan.	none
Recreation	Activities that promote social skills, teamwork, and interpersonal relationships.	none
Stipends: OTHER	Service generally described as a STIPEND, but service cannot be specifically defined within other group codes.	none
<b>Transportation</b>		
Cab Fare	Payments for cab transportation.	none
Individual Transportation Arrangement	Stipends to individuals, e.g. neighbors, relatives, co-workers, that assist with transportation.	Driver's License and Auto Insurance
Public Transportation	Payments for public transportation.	none
Transportation Fees	Payments that help reduce transportation barriers (e.g. vehicle tax/tag/title).	none
Travel Expenses	Payments for airfare, bus, train, lodging, parking, or mileage.	none
Vehicle Fuel	Payments for vehicle fuel. May include gas cards.	none
Vehicle Insurance	Payments for automotive insurance.	none
Vehicle Modification	Modifications made to a vehicle to increase the participant's or family's ability to access the community.	Motor Vehicle Repair Certificate
Vehicle Payment/Lease	Payments for automotive lease or monthly payment.	none
Vehicle Repair	Payments for automotive repair.	Motor Vehicle Repair Certificate



## EXHIBIT "F"

**Children's Board: ASO Service Code Matrix**

<b>Service Code Name</b>	<b>Service Code Description</b>	<b>Credential Requirements</b>
<b>Transportation</b>		
Transportation: OTHER	Service generally described as TRANSPORTATION, but service cannot be specifically defined within other group codes.	none

**ADMINISTRATIVE RENEWAL  
HEALTH CARE SERVICES DEPARTMENT**

**Action:** Renew the Interlocal Agreement between Hillsborough County and Children's Board of Hillsborough County (CBHC), BOCC Doc No. 13-1216, for the period of October 1, 2021 up to and including September 30, 2022, at the same terms and conditions for the award amount of \$100,000 for their Administrative Services Organization (ASO) to provide domestic violence victims direct supports.

**Delegation of Authority to County Administrator:** Pursuant to the Modification to the Interlocal Agreement approved by the Board of County Commissioners (BOCC) on January 5, 2017, Article 2 of the Agreement authorizes the County Administrator, on behalf of the County, to unilaterally renew this Agreement for successive one-year periods not to exceed two renewal periods, upon its same terms and conditions then in effect, and increase or decrease the not to exceed amounts of annual funds payable by the County to reflect the adopted budget amount for the Children's Board.

The Interlocal Agreement with and Children's Board of Hillsborough County (CBHC), (BOCC Doc No. 13-1216) was modified On May 1, 2019 which extended the term of the Agreement and authorized the County Administrator, on behalf of the County, to unilaterally renew this Agreement for successive one-year periods not to exceed three renewal periods, upon its same terms and conditions then in effect, and increase or decrease the not to exceed amounts of annual funds payable by the County to reflect the adopted budget amount for the Children's Board,.

**Background:** On September 18, 2013, the Board of County Commissioners (BOCC) approved the reallocation of \$100,000 to CBHC that originally was allocated to the Family Justice Center. On December 18, 2013, the Board of County Commissioners approved an Agreement with the CBHC for the period of December 18, 2013 through September 30, 2014, and it has been renewed each year since. The CBHC administers payments for programs and services through their ASO and ensures the funds are directed towards individuals and families who are victims of domestic violence residing within Hillsborough County.

Pursuant to its adoption of the FY 2022 Budget on September 23, 2021, the BOCC approved and appropriated the Award Amount enumerated in the Action section above without altering the other terms and conditions of the Agreement.

FY 2022 funding for the services to victims of domestic violence is in the best interest of Hillsborough County residents who are in need of such services. In accordance with Article 29 of the Agreement, funding may be reduced based on the availability of funds.

**Outcomes:** See companion spreadsheet.

**Health Care Services Department:**

Approved: Gina Earley

Date: 9/24/2021

**Approved as to Legal Sufficiency:**

Approved: Katherine Benson

Date: 9/26/2021

**Chief Human Services Administrator:**

Approved: Harness, Carl

Date: 9/27/2021

**Management & Budget Office:**

Approved: Kevin Brickey

Date: 9/28/2021

**Deputy County Administrator's Office:**

Approved: Gregory Horwidel

Date: 9/29/2021

**County Administrator's Office:**

Approved: Bonnie M. Wise

Date: 9/29/21

**SEVENTH MODIFICATION TO THE INTERLOCAL AGREEMENT  
BETWEEN HILLSBOROUGH COUNTY, FLORIDA AND  
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY**

**THIS Seventh Modification to the Interlocal Agreement**, hereinafter referred to as the "Seventh Modification", is made and entered into this 2nd day of March, 2022, by and between Hillsborough County, Florida, a political subdivision of the State of Florida, whose address is 601 E. Kennedy Boulevard, Tampa, Florida 33602, hereinafter referred to as "COUNTY" and Children's Board of Hillsborough County, an independent special taxing district, with an address at 1002 E. Palm Avenue, Tampa, Florida 33605 hereinafter referred to as "CHILDREN'S BOARD".

**WITNESSETH**

**WHEREAS**, COUNTY and CHILDREN'S BOARD, hereinafter referred to as the "Parties" entered into an agreement dated December 18, 2013, BOCC Document No. 13-1216, hereinafter referred to as the "Agreement", for CHILDREN'S BOARD, through its Administrative Service Organization (ASO), to provide services to victims of domestic violence and their families who reside in Hillsborough County, as previously modified; and

**WHEREAS**, the Parties have determined this Seventh Modification shall enure to their mutual benefit.

**NOW, THEREFORE**, in consideration of the mutual covenants and provisions contained herein, additional to those heretofore made, the Agreement is hereby modified as follows:

1. The aforesaid recitals are true and correct and are incorporated herein by this reference.
2. Effective January 1, 2022, EXHIBIT A – SCOPE OF SERVICES AND CONSIDERATION, EXHIBIT B – METHOD OF PAYMENT, EXHIBIT C – REQUEST FOR PAYMENT FORM and EXHIBIT D – PROGRAM PERFORMANCE REPORT is hereby deleted in their entirety and replaced with revised EXHIBIT A – SCOPE OF SERVICES, EXHIBIT B - METHOD OF PAYMENT, EXHIBIT C – REQUEST FOR PAYMENT FORM and EXHIBIT D – PROGRAM PERFORMANCE REPORT hereto and incorporated by reference herein.
3. In the event any section, sentence, clause, or provision of this Seventh Modification is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of this Seventh Modification shall not be affected by such determination and shall remain in full force and effect.

4. Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Seventh Modification shall remain enforceable against such party subsequent to such termination.
5. The other terms and conditions of the Agreement, as modified herein, which do not conflict with this Seventh Modification, are hereby reaffirmed in their entirety. In the event of a conflict between the terms of this Seventh Modification and the terms of the Agreement, the terms of this Seventh Modification shall control.
6. The parties agree that this Seventh Modification and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.**

IN WITNESS WHEREOF, the Parties have caused their respective authorized representative to execute this Seventh Modification effective as of the date first above written.



ATTEST: CINDY STUART  
Clerk of the Circuit Court

COUNTY: Hillsborough County, Florida

By: [Signature]  
Deputy Clerk

By: [Signature]  
Chair, Board of County Commissioners

Date: March 2, 2022

ATTEST: For the CHILDREN'S BOARD

CHILDREN'S BOARD: Children's Board of  
Hillsborough County

(Two Witnesses Required)

[Signature]

Witness

Tonia Williams

Print Name

[Signature]

Witness

Stan Wilson JR

Print Name

By: [Signature]

Authorized Representative

Kelley Parris

(Printed Name of Signer)

Executive Director

(Title)

2.17.22

(Date)

BOCC Staff	Approval	Date
Department Fiscal	<u>DS</u>	2/17/2022
Department Director	<u>ee</u>	2/17/2022
Procurement	N/A	N/A
County Attorney: Approved as to Form and Legal Sufficiency	<u>LB</u>	2/17/2022

BOCC DOCUMENT NO. 22-0276

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online

notarization this 17<sup>th</sup> day of FEBRUARY, 2022, by

KEVEY PARRIS  
Name and Title of Officer or Agent

of CHILDRENS BOARD, a FLORIDA corporation  
(Name of Corporation) (State of Incorporation)

on behalf of the corporation. He/she is personally known to me or has produced:

/ / / /  
(Type of Identification)

Kristina Austin  
Signature of Notary

KRISTINA AUSTIN  
Name of Notary Typed, Printed or Stamped

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, If Any





## EXHIBIT A

### SCOPE OF SERVICES

**ORGANIZATION:** Children's Board of Hillsborough County

**PROGRAM NAME:** Hillsborough County Funding for Services to Victims of Domestic Violence

**PRIMARY GOAL:** Children's Board shall provide payments for case management programs and services provided to children and families in Hillsborough County who are victims of domestic violence.

#### PROGRAM DESCRIPTION:

Children's Board shall provide all administrative services and pay all administrative costs associated with the distribution of COUNTY funding through its Administrative Services Organization (ASO) to process payment for allowable expenses that pay for services to children and families who are victims of domestic violence residing within Hillsborough County.

**PART I – Units of Service** – defined as one month of the administration of payments for case management programs and services provided to children and families in Hillsborough County who are victims of domestic violence.

1. For the period of January 1, 2022 and through September 30, 2022, the Per Unit Rate under this Agreement is \$7,794.67 in the amount not to exceed \$70,152.05 (\$100,000 for the term reduced by prior payments for the months of October, November and December of 2021).
2. For the period of October 1, 2022 through September 30, 2023 and remaining renewal periods is \$8,333.33 in the amount not to exceed \$100,000.

#### PART II – Success Indicators

1. Provide annually, no later than 45 days after the end of each budget period, a Success Indicator Report indicating the results towards achieving the program goal by comparing actual outcomes to projected outcomes as stated below.
  - a. At least 250 families (Victims of Domestic Violence and their Children) each fiscal year will receive concrete supports to facilitate stability, safety and other family/program goals.
  - b. 100% of these 250 clients will receive a concrete support that contributes to the achievement of at least one of their Family Plan goals to facilitate their stability and safety consistent with their Family Plan.

- c. 85% of case managers submitting payment requests on behalf of individuals/families will report that they are satisfied with the timeliness of ASO payment.
  - d. At least 80% of participants report that the ASO has helped their family meet their goals.
2. A list of all Family Plan goals supported through the utilization of County funding shall be provided to the County within 30 days of the end of each agreement period.

**PART III – Reporting**

- 1. Provide on an annual basis, a Success Indicator Report indicating the results towards achieving the program outcomes measures.
- 2. Provide a monthly program performance report with each reimbursement request.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**EXHIBIT "B"**

**METHOD OF PAYMENT**

1. ORGANIZATION shall submit to COUNTY, Request for Payment Forms as identified in Exhibit "C" for expenses incurred during execution of this Agreement. Request for Payment Forms shall be submitted within fifteen (15) days following the month of service provision until all funds have been utilized for the agreement term.
2. ORGANIZATION shall submit to COUNTY, its Final Request for Payment Forms, which includes the Program Performance Report within fifteen (15) days of the termination or expiration of this Agreement, whichever occurs sooner.
3. For the period of January 1<sup>st</sup>, 2022 through September 30<sup>th</sup>, 2022, in no event will the funds received under this Agreement by ORGANIZATION, for full and complete performance, exceed \$70,152.05 which is the remaining non-reimbursed balance of the term not-to-exceed amount of \$100,000. The August & September invoices shall reconcile the payment amount to actual expenditure amounts for the program for the term.
4. For the period of October 1<sup>st</sup>, 2022 through September 30<sup>th</sup>, 2023 and remaining renewal periods, in no event will the funds received under this Agreement by ORGANIZATION, for full and complete performance, exceed \$100,000. The August & September invoices shall reconcile the payment amount to actual expenditure amounts for the program for the term.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.**

**EXHIBIT "C"**  
**REQUEST FOR PAYMENT FORM**  
**HILLSBOROUGH COUNTY HEALTH CARE SERVICES**  
**P.O. BOX 1110, TAMPA, FLORIDA 33601**

ORGANIZATION NAME: Children's Board of Hillsborough County

PROGRAM: Hillsborough County Funding for Services to Victims of Domestic Violence

REQUEST NUMBER: \_\_\_\_\_ MONTH: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

January 1, 2022 THROUGH SEPTEMBER 30, 2022

Community Service Activities	ANNUAL APPROVED BUDGET	CURRENT REQUEST \$	REQUESTS YTD \$	REMAINING BALANCE \$
1. Units of Service effective from 1/1/2022 to 9/30/2022 (9) (Per Unit Rate \$7,794.67*)	\$70,152.05			
<b>TOTAL</b>	\$70,152.05			

\* The August & September invoices shall reconcile the payment amount to actual expenditure amounts for the program for the term.

SUCCESSFUL RENEWAL PERIODS

Community Service Activities	ANNUAL APPROVED BUDGET	CURRENT REQUEST \$	REQUESTS YTD \$	REMAINING BALANCE \$
1. Units of Service (12) (Per Unit Rate \$8,333.33*)	\$100,000			
<b>TOTAL</b>	\$100,000			

\* The August & September invoices shall reconcile the payment amount to actual expenditure amounts for the program for the term.

I certify that the services covered by this request have been provided to the COUNTY in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report is true, accurate and complete.

\_\_\_\_\_  
 Authorized Signature                      Title                      Date  
 COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXHIBIT “D”**

**PROGRAM PERFORMANCE REPORT**

ORGANIZATION: Children’s Board of Hillsborough County

PROGRAM: Hillsborough County Funding for Services to Victims of Domestic Violence

REPORT PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_

PERCENTAGE OF CONTRACT COMPLETED \_\_\_\_\_ %

I. ACCOMPLISHMENTS (Types of Services Provided, Vendors Funded):

II. PROBLEMS:

III. OTHER  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Approval of Contract with Hillsborough County BOCC**

**Initiator:** Rebecca Bacon, Director of the ASO

**Action:** Approval of Contract with Hillsborough County BOCC Social Services Funds

**Date:** Regular Board Meeting, September 21, 2022

**Recommended Action**

- To Approve a contract in the amount of \$300,000 for the period of October 1, 2022, to September 30, 2023, with Hillsborough County BOCC to administer Social Services funds through the Administrative Services Organization.

**Background**

- The Children's Board ASO began managing Hillsborough County Social Services funding as a pilot in Fiscal Year 2017 -2018.
- A new contract was initiated in Fiscal Year 2019 with four renewals, of which this is the fourth renewal.
- The contract was modified in March of 2022 to add four more renewal periods, establish maximum allowable amounts for each service, and update the request for payment process.
- The goal is to enhance services to vulnerable families throughout Hillsborough County who are committed to becoming self-sufficient.
- The funds support the wraparound process and development of a family support plans in existing case management programs.
- The ASO manages the flexible funds and provides accounts payable services, detailed financial reporting, provider credentialing and network management, training and technical assistance, quality assurance, and monitoring.
- Flexible funds contributed to the ASO have been utilized by sixteen (16) case management programs to provide housing supports and homeless prevention services.
- ASO programs have been able to serve additional participants and expand the reach of their programs, while reducing duplication of services. Over 200 families have been served this fiscal year.
- The Children's Board has been able to reduce expenditures for housing supports as programs have been able to use those Children's Board funds to meet additional service needs for enrolled families.

**Attachments**

- A. Original Contract
- B. Administrative Renewal
- C. Contract Modification #1

**INTERLOCAL AGREEMENT BETWEEN HILLSBOROUGH COUNTY, FLORIDA  
AND  
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY**

THIS INTERLOCAL AGREEMENT, hereinafter referred to as "Agreement" dated this 15th day of November, 2017, by and between Hillsborough County, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602, hereinafter referred to as "COUNTY" and Children's Board of Hillsborough County, an independent special taxing district, located at 1002 E. Palm Avenue, Tampa, FL 33605, hereinafter referred to as "ORGANIZATION".

**RECITALS**

**WHEREAS**, Florida Statutes Section 163.01 authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

**WHEREAS**, the COUNTY believes it to be in the public interest to provide supportive services through the ORGANIZATION'S Administrative Services Organization, herein referred to as "ASO", for the vulnerable, at-risk families of Hillsborough County who are desirous of such services; and

**WHEREAS**, the COUNTY has completed a successful pilot program with the ORGANIZATION, and found that the ORGANIZATION provides the facilities and services needed by the residents of Hillsborough County; and

**WHEREAS**, the COUNTY has determined that the best interests of its citizens will be served by entering into an Agreement with the ORGANIZATION for the administration of a specialized homeless prevention program with case management services to be provided by the ORGANIZATION'S ASO partner agencies.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the COUNTY and the ORGANIZATION agree as follows:

**ARTICLE 1**

**Incorporation of the Recitals**

The aforesaid recitals are true and correct and are incorporated herein by reference.

**ARTICLE 2**

**Scope of Service**

The ORGANIZATION shall provide the Scope of Services attached hereto as Exhibit "A" incorporated herein.

**ARTICLE 3**

**Term of Agreement**



to as the "Audit Period". The COUNTY and its authorized agents shall have the right, and the ORGANIZATION and its subcontractors, as applicable, shall permit the COUNTY and its authorized agents including but not limited to the County Internal Auditor, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all agreements, invoices, materials, accounts and records, to interview personnel and to review policies and procedures relating to all matters covered by this Agreement including, but not limited to, personnel and employment records for the Audit Period. All such records, accounts and documentation shall be made available to the COUNTY and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the COUNTY may deem necessary during the Audit Period. The COUNTY'S right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. The ORGANIZATION shall ensure that any subcontractors providing any services the ORGANIZATION is required to provide under this Agreement shall recognize the COUNTY'S right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by the ORGANIZATION under this Agreement. If an audit is begun by the COUNTY or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article 6 shall survive the expiration or earlier termination of this Agreement.

#### ARTICLE 7

##### Program Reporting Requirements

Annually, by November 15, the ORGANIZATION shall provide a Success Indicator Report, as referenced in Exhibit "A", indicating the result towards achieving the program goal(s) by comparing actual outcomes to the required outcomes as stated. Estimated data may be used in reporting, if noted as so, and when the reporting period deadline occurs prior to the program end date.

#### ARTICLE 8

##### Legally Required Statement and Provisions Regarding Access to Records for Services Contracts

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement for services. The inclusion of this statement and provisions below shall not be construed to imply that the ORGANIZATION has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the ORGANIZATION is acting on behalf of the COUNTY as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the ORGANIZATION. As stated below, the ORGANIZATION may contact the COUNTY'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the ORGANIZATION is advised to seek independent legal counsel as to its legal obligations. The COUNTY cannot provide the ORGANIZATION advice regarding its legal rights or obligations.

IF THE ORGANIZATION HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ORGANIZATION'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) 813-272-1183
- ii) derbyb@hillsboroughcounty.org
- iii) Hillsborough County Social Services  
601 E. Kennedy Boulevard, 24th Floor

any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the ORGANIZATION or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The provisions of this Article 9 shall survive the termination of this Agreement.

#### ARTICLE 10

##### Insurance

If applicable, the ORGANIZATION shall procure and maintain throughout the Term of this Agreement, on behalf of itself and the COUNTY, the insurance specified on, and as required by, Exhibit "E", attached hereto and incorporated herein. If insurance is not required, Exhibit "E" will appear as not applicable. All insurance shall be from responsible companies duly authorized to do business in the State of Florida.

The ORGANIZATION shall ensure that the COUNTY and its Board of County Commissioners are named as additional insured parties as to the actions of the ORGANIZATION, its employees, agents, assigns and subcontractors, performing or providing materials and/or services to the ORGANIZATION during the performance of this Agreement, on all auto liability policies and general liability policies required to be obtained by the ORGANIZATION pursuant to this Agreement, and all other insurance policies required by this Agreement where such an endorsement is available in the industry. All such insurance policies shall also contain a Severability of Interests provision. Every insurance policy must provide for 30 days prior written notice to the COUNTY of any cancellation, intent not to renew or reduction in the policy coverage.

#### ARTICLE 11

##### Equal Opportunity; Non-Discrimination Clause

The ORGANIZATION shall comply with Hillsborough County, Florida - Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

The ORGANIZATION shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.

At the time of execution of this Agreement, ORGANIZATION shall submit the information required by Hillsborough County's Equal Opportunity Requirements unless the ORGANIZATION has submitted such information within the past twelve months.

#### ARTICLE 12

##### Political Endorsement Prohibition

Pursuant to BOCC Policy No. 02.12.00.00, the ORGANIZATION shall not engage in political activities that promote or oppose a specific candidate.

Part 164, as amended.

ARTICLE 16  
Drug Free Workplace

The ORGANIZATION shall hereby assure the COUNTY that it will administer, in good faith, a policy designed to ensure that the ORGANIZATION is free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 17  
Public Entity Crimes

A person or affiliate who has been placed on the debarred vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as an ORGANIZATION, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Pursuant to COUNTY policy, a conviction of a public entity crime may cause the rejection of a bid, offer or proposal. The COUNTY may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a bidder, offeror or proposer to promptly supply information in connection with an inquiry may be grounds for rejection of a bid, offer, proposal or reply.

The ORGANIZATION represents for itself and its affiliates that it is not prohibited from entering into this Agreement by Florida Statutes Section 287.133.

ARTICLE 18  
Termination

In addition to the exercise of any other remedies available to it at law or in equity, the COUNTY may terminate this Agreement for the ORGANIZATION'S performance, as determined by the COUNTY, upon no less than 24 hours prior written notice to the ORGANIZATION.

ARTICLE 19  
Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 20  
Waiver

A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 28

Assignment and Subcontracting

This Agreement may not be assigned nor subcontracted in whole or in part without the prior written consent of the COUNTY.

ARTICLE 29

Notice and Definition of Days

Any notices required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, or by overnight delivery service or personal delivery with signature verification, to the attention of the following representatives of the parties:

**COUNTY:**

Audrey Ziegler  
Department Director  
Hillsborough County Social Services  
601 E. Kennedy Boulevard, 24th Floor  
Tampa, FL 33602

**ORGANIZATION:**

Rebecca Bacon  
Children's Board of Hillsborough County  
1002 E. Palm Ave.  
Tampa, FL 33605

Any notice sent in accordance with this Article 29 shall be deemed given two days after deposit in the U.S. Mail, if sent certified mail, or upon receipt, if sent by overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article 29 shall be deemed acceptance of such notice by such party.

Except if otherwise specifically stated in any article of this Agreement, days shall mean calendar days, which means every day of the month including weekends and holidays.

ARTICLE 30

Fiscal Non-Funding Clause

This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced or unavailable, the COUNTY shall notify the ORGANIZATION of such occurrence, and the COUNTY may terminate this Agreement, without penalty or expense to the COUNTY, upon no less than 24 hours written notice to the ORGANIZATION. If this Agreement is funded in whole or in part by federal or state dollars which are reduced or become unavailable, the COUNTY shall notify the ORGANIZATION of such occurrence and the COUNTY may terminate this Agreement, without penalty or expense to the COUNTY, upon no less than 24 hours written notice to the ORGANIZATION. The COUNTY shall make disbursements to the ORGANIZATION for appropriate expenditures incurred up to the effective date of the termination. The COUNTY shall be the sole authority as to the availability of funds and how funds will be allotted.

ARTICLE 31

IN WITNESS WHEREOF, the parties have caused their respective authorized representative to execute this Agreement effective as of the date first above written.

ATTEST: Pat Frank,  
Clerk of Circuit Court

COUNTY: Hillsborough County, Florida

By: Miguel H. Diaz  
Deputy Clerk



By: Stacy R. White  
Chairman, Board of County Commissioners

Date: November 15, 2017

ATTEST: For the ORGANIZATION

ORGANIZATION: Children's Board of Hillsborough County

(Two Witnesses Required)

By: Tonia Williams

By: [Signature]  
Authorized Representative

Print Name: Tonia Williams

Date: 10.30.17

By: Rebecca Bacon

Print Name: Rebecca Bacon

Approved as to Form and Legal Sufficiency:

By: [Signature]  
Assistant County Attorney

Dept.	Approval	Date
Procurement	<u>AE</u>	<u>10/30/17</u>
Legal	<u>N/A</u>	<u>N/A</u>
	<u>OWD</u>	<u>10/30/17</u>

BOCC Document Number: 17-1267



## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

**ORGANIZATION:** Children's Board of Hillsborough County

**PROGRAM:** Short term, homeless prevention services to include wrap around case management services provided by local non-profit ASO partner agencies.

**PRIMARY GOAL:** To enhance COUNTY services and outcomes to vulnerable families throughout Hillsborough County who are committed to becoming self-sufficient.

#### **PART I – SCOPE OF SERVICES**

1. The ORGANIZATION, through its ASO partner agencies, shall provide the following authorized services:
  - One month of rental assistance for families in crisis (current or upcoming only, no back payments with County funds)
  - One time security deposit and consecutive first and second month's rent for relocation services
  - Water payments (up to \$600 to restore service or avoid service disruption)
2. The ORGANIZATION, through its ASO partner agencies, shall support a wraparound process by providing case management and the development of a family support plan.
3. The ORGANIZATION shall administer and monitor all COUNTY distributed funds.

#### **PART II – DUAL RESPONSIBILITIES**

The ORGANIZATION and the COUNTY agree to meet upon request, or at least annually, to discuss contract expectations and any areas of concern.

#### **PART III – ORGANIZATION RESPONSIBILITIES**

1. The ORGANIZATION shall provide all administrative services and pay all administrative costs associated with the distribution of COUNTY funding through its ASO to process payment for allowable expenses that pay for services to at-risk families within Hillsborough County for a period up to six (6) months allowing for an evaluation of costs. After a period of six (6) months has expired, the ORGANIZATION may invoice for administrative cost not to exceed 10% of the invoice total if it is determined the ORGANIZATION is incurring a cost to administer the services.
2. Through a wraparound process, COUNTY funding shall only be used to mitigate a crisis, afford stability or improve the outcome of existing families within the ASO programs.
3. The ORGANIZATION shall require *Release of Information Forms* for all participating families.
4. The ORGANIZATION shall ensure case management services, including family support plans,

## **EXHIBIT "B"**

### **METHOD OF PAYMENT**

1. The ORGANIZATION shall submit to the COUNTY quarterly, a Request for Payment Form and a Program Performance Report, for expenses incurred during execution of this Agreement. Both forms shall be submitted in accordance with the schedule provided in Exhibit "A".
2. The ORGANIZATION shall submit its FINAL Request for Payment Form and Program Performance Report Form by August 31. Upon termination, the ORGANIZATION shall submit its final Request for Payment Form and Program Performance Report Form, along with back-up documentation within 15 days of the date of termination.
3. Request for payment forms shall be submitted with documentation of services provided. Documentation, provided on an Excel spreadsheet, must include but is not limited to:
  - Family last name
  - Number in household
  - Date of service
  - Type of service provided (ie. Rent, Relocation, Water)
  - Reimbursement amount
  - Referral Agency

Request for Payment forms, reports and outcomes are to be submitted via email to:

Beth Derby  
Project Manager I  
derbyb@hillsboroughcounty.org

For all other concerns contact:

James Girard  
Human Services Supervisor  
girardj@hillsboroughcounty.org

Social Services reserves the right to modify this EXHIBIT without requiring a written modification to the Agreement.



**EXHIBIT "D"**  
**PROGRAM PERFORMANCE REPORT**

ORGANIZATION: Children's Board of Hillsborough County

PROGRAM: Homeless Prevention Services through ASO Partners

REPORT PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_

PERCENTAGE OF GOAL COMPLETED \_\_\_\_\_ %

I. ACCOMPLISHMENTS:

II. PROBLEMS:

III. STATUS REPORT ON PROVISION OF SERVICES:

<u>FAMILIES SERVED</u>	<u>RENT AUTHORIZATIONS</u>	<u>RELOCATION AUTHORIZATIONS</u>	<u>WATER AUTHORIZATIONS</u>
----------------------------	--------------------------------	--------------------------------------	---------------------------------

_____	_____	_____	_____
-------	-------	-------	-------

IV. OTHER

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Services reserves the right to modify this EXHIBIT without requiring a written modification to the Agreement.

restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Service office with limits of not less than those listed below and must include:

General Aggregate:	\$ N/A
Products and Completed Operations:	\$ N/A
Personal and Advertising Injury:	\$ N/A
Each Occurrence:	\$ N/A
Fire Damage (anyone fire):	\$ N/A
Specific Agreement Aggregate Limits:	Same as above

3. **Automobile Liability Insurance** - Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy filed by the Insurance Service office with limits not less than those listed below and must include:
  - a. "ANY AUTO" coverage is required: N/A combined single limits each accident, for bodily injury and property damage liability.
  - b. Owned Vehicles
  - c. Hired and Non-owned Vehicles
  - d. Employer Non-ownership
  - c. Garage Keepers Liability
4. **Professional Liability:**
  - a. Minimum limits of \$N/A per claim.
  - b. Notice of cancellation and or restrictions: The policy must be endorsed to provide the county with 45 days' notice of cancellation and/or restrictions.
5. **Builder's Risk:** ☐ is/ ☒ is not required. **Installation Floater:** ☐ is/ ☒ is not required. If required, maximum deductible: \$. The policy should be issued for the cost of construction only. Labor and fees should not be included in the amount of coverage.
6. **Pollution Liability:** \$N/A per occurrence.
7. **Certificate of Insurance and Copies of Policies** - Certificates of Insurance must be furnished to Hillsborough County evidencing the insurance coverage specified in the paragraphs above, and, upon request by the County, certified copies of the policies shall be filed with the Risk Management Division of the County on a timely basis. The required Certificates of Insurance shall list Hillsborough County as an additional insured for the operations of the ORGANIZATION under this Agreement (excluding the worker's compensation, automobile liability, and professional liability policies) and shall name the types of policies provided and shall refer specifically to this Agreement.
8. If the initial insurance will expire prior to the completion or expiration of the Agreement, renewal Certificates of Insurance shall be furnished to the County 30 Days prior to the date of their expiration.
9. The required limits for insurance may be achieved through a combination of primary and umbrella policies.
10. These policies must provide that the insurer(s) waive their rights of subrogation against the Hillsborough County Board of Commissioners, their officials, employees, agents, and consultants.

## EXHIBIT "F"

### HILLSBOROUGH COUNTY EQUAL OPPORTUNITY REQUIREMENTS

During the performance of this Agreement, ORGANIZATION agrees as follows:

#### EQUAL EMPLOYMENT OPPORTUNITY - APPLICABLE STATUTES, ORDERS AND REGULATIONS\*

##### HILLSBOROUGH COUNTY

- ... Hillsborough County, Florida – Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- ... Hillsborough County Ordinance #83-9 (Home Rule Charter), Article IX, Section 9.11, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, handicap, marital status, or political affiliation.

##### STATE

- ... Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- ... Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- ... Florida Statutes § 112.043, prohibits age discrimination in employment.
- ... Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- ... Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- ... Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- ... Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- ... Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- ... Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- ... Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- ... Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- ... Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- ... Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- ... Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

##### FEDERAL

- ... Section I of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- ... Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- ... Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- ... Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- ... Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- ... Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- ... Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- ... Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- ... Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- ... Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4), as amended.
- ... Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- ... Interagency Agreement promulgated on March 23, 1973.
- ... Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- ... Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- ... Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- ... Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat. 713.

and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the ORGANIZATION'S non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the ORGANIZATION may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The ORGANIZATION will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance. *Provided, however,* that in the event the ORGANIZATION becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the ORGANIZATION may request the United States to enter into such litigation to protect the interests of the United States.

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# ADMINISTRATIVE RENEWAL ATTACHMENT 6B

## SOCIAL SERVICES DEPARTMENT

**Action:** Renew Agreement with the Children's Board of Hillsborough County, BOCC Document #18-1116, hereinafter referred to as "Agreement", to provide Homeless Prevention Services to families who demonstrate a desire to participate in Administrative Services Organizations (ASO) providing case management services to low-income, vulnerable households. This Agreement will be renewed for the period October 1, 2021 up to and including September 30, 2022, upon the same terms and conditions with a not to exceed amount of \$300,000.00 as set forth in the budget.

**Delegation of Authority to County Administrator:** Pursuant to Article 3 of the Agreement, the County Administrator, on behalf of the County, shall have the option to renew this Agreement unilaterally for successive one year periods, not to exceed four renewal terms, upon the same terms and conditions then in effect, and the option to increase or decrease the annual not-to-exceed amount payable by the County to reflect the adopted budget and may increase or decrease the corresponding units of service requirements proportionately. This is the third of four renewal periods.

**Background:** On November 15, 2017, after a successful pilot program, the first inter-local Agreement with the Children's Board, BOCC Doc #17-1267, was approved for Homeless Prevention Services offered to eligible residents who participated in an ASO program. Services provided included water bill payments, relocation assistance, rent payments and housing inspections, all contributing to an already robust case management model. As a result, 346 families avoided homelessness and/or service interruption.

On September 29, 2018, the Board of County Commissioners (BOCC) approved Agreement BOCC Doc #18-1116 with the Children's Board which added the option for Administrative renewals. During the first renewal period, 326 vulnerable families who are committed to becoming self-sufficient were provided homeless prevention services. These customers were already engaged in programs offering case management services with identified short-term and long-term self-sufficiency outcomes.

During the 2020 - 2021 agreement period 304 vulnerable families were served, and we expect the current agreement period to reflect similar successes.

Continued funding for these services will support the community's challenge and the County's strategic goal to end the cycle of poverty by providing holistic self-sufficiency services to low income residents.

This Agreement is subject to availability of funds and may be increased or decreased in accordance with the terms of the Agreement.

### Social Services Department:

Approved: Andy W. Anderson Andy Anderson Date: 8/30/21

Approved as to Legal Sufficiency:

Approved: Charlotte V. Diggs Date: 9/16/21

### Management & Budget Office:

Approved: Kevin Brickey Digitally signed by Kevin Brickey  
Date: 2021.09.13 16:18:40 -0500 Date: \_\_\_\_\_

Chief Human: Carly Date: 9/16/21

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### County Administrator's Office:

Approved: Bonnie M. Wise Date: 09/17/21



### ASO Hillsborough County BOCC Social Services Funds - Utilization Update

**Project Overview:** Hillsborough County Social Services reserved \$300,000 in funding for housing supports to be administered by the Children's Board ASO through an interlocal agreement. The Children's Board established agreements with select ASO partner agencies to provide access to these funds. The goal is to enhance services to vulnerable families throughout Hillsborough County who are committed to becoming self-sufficient. The funds support the wraparound process and development of a family support plans in existing ASO case management programs.

#### Utilization by Program

Program	Allocation Amount	Families Served October - July	Projected Families Served
Bridge to Permanent Housing (Mary & Martha House)	\$0	0	0
E.A.C.H. One Initiative [Positive Spin, Inc.]	\$15,000	11	14
Emergency Shelter [The Spring of Tampa Bay, Inc.]	\$5,000	3	5
Family Safety from Domestic Violence [The Spring of Tampa Bay]	\$68,000	71	85
Family Support and Resource Center [Manifestations Worldwide, Inc.]	\$5,000	1	2
First Hug [Metropolitan Ministries]	\$15,000	10	13
Hand Up Assistance Program [Family Promise of Greater Brandon, Inc.]	\$2,000	2	3
Healthy Families - Site 1 [Children's Home Network]	\$5,000	3	5
Healthy Families - Site 2 [Children's Home Network]	\$5,000	1	2
Healthy Families - Site 3 [Champions for Children]	\$10,000	5	7
Healthy Families - Site 5 [Champions for Children]	\$10,000	5	7
Healthy Families - Site 6 [Children's Home Network]	\$15,000	13	18
Healthy Families - Site 9 [Children's Home Network]	\$10,000	4	5
Healthy Start [Success 4 Kids & Families]	\$10,000	7	9
Kinship Care [Family Enrichment Center]	\$10,000	20	25
Kinship Care [Children's Home Network]	\$13,000	12	15
La RED [Hispanic Services Council]	\$20,000	14	17
School Social Work [Hillsborough County Public Schools]	\$32,000	24	27
Sin-Cera, Inc. Support Services [Sin-Cera, Inc.]	\$30,000	27	33
Steps for Success [University Area CDC]	\$15,000	11	16
Successful Parents [Success 4 Kids & Families]	\$5,000	1	2
	<b>\$300,000</b>	<b>245</b>	<b>310</b>

#### Utilization by Service

Service Type	Funds Budgeted October - July	Estimated Funds Budgeted August - September	Total Projected Funds Budgeted for the Period
Rental Assistance	\$152,108	\$36,700	\$188,808
Rental Assistance - First Month	\$23,197	\$6,050	\$29,247
Security Deposit	\$60,361	\$10,003	\$70,364
Water	\$10,581	\$1,000	\$11,581
	<b>\$246,247</b>	<b>\$53,753</b>	<b>\$300,000</b>

#### Notable Accomplishments

All Children's Board operations were in full effect during COVID-19. There was no interruption of service and CDC guidance was followed.

[August 2021 Newsletter](#)

Grand Opening of the Children's Board Family Resource Centers Plant City! <https://fb.watch/7qdSZyzmR0/>



# Administrative Services Organization

Hillsborough County Board of County Commissioners Social Services Funding  
*Year End Report – 2020*

*ASO IS THE BRIDGE OVER TROUBLED WATERS FOR  
THE CLIENTS WE SERVE.*

- QUOTE FROM ASO CASE MANAGER SURVEY

**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY**

November 13, 2020

Authored by: Rebecca Bacon, Director of the ASO



## Administrative Services Organization

### Hillsborough County Board of County Commissioners Social Services Funding

#### ADMINISTRATIVE SERVICES ORGANIZATION (ASO) OVERVIEW

The Administrative Services Organization (ASO) is a project created and operated by the Children's Board of Hillsborough County to manage a dedicated pool of flexible funds. Implemented in 2003 to support family directed care, the ASO promotes a wraparound approach in which families identify their strengths, needs, goals and service providers through a family support plan. As a payment of last resort, flexible funds managed by the ASO can be used to provide supports and services with qualified community providers. ASO flexible funds assist a variety of target populations including but not limited to pregnant women, young children, children at risk of social-emotional delays, families served by the child welfare system, victims of domestic violence, and families facing homelessness.

Trained case managers from participating agencies work with families to develop individualized family support plans and select from a wide range of services and supports for the children and their families. Families can prioritize the most critical services and select a provider of their choosing. Currently, eighty-five (85) different service types are available from a fully credentialed provider network that includes a wide variety of agencies, vendors, individuals, local businesses, and faith-based organizations.

The Children's Board ASO offers funds management, accounts payable services, detailed financial reporting including reports to enrolled families, provider credentialing and network management, and quality assurance. All processes are managed through a custom web-application which increases efficiency and accountability and offers real-time data to participating programs and funders.

#### HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS (BOCC) SOCIAL SERVICES FUNDS

In November 2017, the Hillsborough County BOCC approved an allocation of \$300,000 to fund housing supports to be administered by the Children's Board ASO through an interlocal agreement. After a successful first year, a new agreement was established to provide \$300,000 for Fiscal Year 2019 and it was renewed again for Fiscal Year 2020. The Children's Board then renewed the agreements with select ASO partner agencies to provide access to these funds. The goal of the funding is to enhance services to vulnerable families throughout Hillsborough County who are committed to becoming self-sufficient. The funds support the wraparound process and development of family support plans in existing case management programs.

Hillsborough County BOCC Social Services funds were made available for the following ASO services only: rental assistance for families in crisis, first month's rent and security deposit, and water payments to restore service, avoid service disruption, or pay a deposit. An inspection by Code Enforcement was required for all rental properties and the Children's Board coordinated the inspection process through Social Services.



### CASE MANAGEMENT PARTNERS

Hillsborough County BOCC Social Services funds were made available to twenty-one (21) case management programs that were also accessing Children's Board funds through the ASO. All case managers participated in a required training in the ASO model prior to being given system access. Additionally, a special training on this funding source was provided in November 2019. Programs were awarded initial allocations and funds were distributed from the reserve to address needs at the program level throughout the year. The programs and their utilization of ASO funds are detailed below.

Program	Allocation Amount	Budgeted	Actuals
E.A.C.H. One Initiative [Positive Spin, Inc.]	\$31,627	\$31,627	\$31,627
Emergency Shelter [The Spring of Tampa Bay, Inc.]	\$6,687	\$6,687	\$6,687
Families Matter [Greater Palm River, CDC dba Palm River Family Services]	\$3,834	\$3,834	\$3,834
Family Safety from Domestic Violence [The Spring of Tampa Bay]	\$29,589	\$29,589	\$29,589
Family Support and Resource Center [Manifestations Worldwide, Inc.]	\$1,557	\$1,557	\$1,557
First Hug [Metropolitan Ministries]	\$46,763	\$45,813	\$45,813
Hand Up Assistance Program [Family Promise of Greater Brandon, Inc.]	\$2,845	\$2,845	\$2,845
Healthy Families - Site 1 [Children's Home Network]	\$9,438	\$9,438	\$9,438
Healthy Families - Site 2 [Children's Home Network]	\$4,008	\$4,008	\$4,008
Healthy Families - Site 3 [Champions for Children]	\$8,814	\$8,814	\$8,814
Healthy Families - Site 5 [Champions for Children]	\$10,938	\$10,938	\$10,938
Healthy Families - Site 6 [Children's Home Network]	\$6,164	\$6,164	\$6,164
Healthy Families - Site 9 [Children's Home Network]	\$3,271	\$3,271	\$3,271
Healthy Start [Success 4 Kids & Families]	\$1,820	\$1,820	\$1,820
Kinship Care [Family Enrichment Center]	\$9,932	\$9,932	\$9,932
Kinship Care [Children's Home Network]	\$5,995	\$5,995	\$5,995
La RED [Hispanic Services Council]	\$8,833	\$8,833	\$8,833
School Social Work [Hillsborough County Public Schools]	\$45,777	\$44,562	\$44,562
Sin-Cera, Inc. Support Services [Sin-Cera, Inc.]	\$27,098	\$27,098	\$27,098
Steps for Success [University Area CDC]	\$14,277	\$14,277	\$14,277
Successful Parents [Success 4 Kids & Families]	\$665	\$665	\$665
	<b>\$279,931</b>	<b>\$277,765</b>	<b>\$277,765</b>

### PARTICIPANTS SERVED

There were 304 participants enrolled in the ASO by case managers to access Hillsborough County BOCC Social Services funds. Demographic highlights for enrolled participants, as reported by case managers, are as follows:

- **GENDER** → 56% were female and 44% male.
- **RACE** → 63% were Black or African American, 31% were White, 4% were Two or More Races and the remainder were Asian or Not Available.

- **ETHNICITY** → 68% were Not Hispanic or Latino, 26% were Hispanic or Latino, and the remainder were Not Available.
- **MEDICAID ENROLLED** → 71% were reported to be enrolled in Medicaid, 6% not enrolled in Medicaid, and 23% unknown.

*Note that most participants enrolled in ASO represent a child in the family, so the demographics are that of the child.*

The breakdown of enrollment by program is shown in the table below. Utilization of ASO funds by program varies based on the population served by that program, the needs presented during the family support planning process, and other resources available to meet those needs.

Program	Families Served
E.A.C.H. One Initiative [Positive Spin, Inc.]	26
Emergency Shelter [The Spring of Tampa Bay, Inc.]	8
Families Matter [Greater Palm River, CDC dba Palm River Family Services]	7
Family Safety from Domestic Violence [The Spring of Tampa Bay]	39
Family Support and Resource Center [Manifestations Worldwide, Inc.]	2
First Hug [Metropolitan Ministries]	43
Hand Up Assistance Program [Family Promise of Greater Brandon, Inc.]	3
Healthy Families - Site 1 [Children's Home Network]	10
Healthy Families - Site 2 [Children's Home Network]	3
Healthy Families - Site 3 [Champions for Children]	7
Healthy Families - Site 5 [Champions for Children]	10
Healthy Families - Site 6 [Children's Home Network]	7
Healthy Families - Site 9 [Children's Home Network]	5
Healthy Start [Success 4 Kids & Families]	2
Kinship Care [Family Enrichment Center]	29
Kinship Care [Children's Home Network]	8
La RED [Hispanic Services Council]	10
School Social Work [Hillsborough County Public Schools]	44
Sin-Cera, Inc. Support Services [Sin-Cera, Inc.]	23
Steps for Success [University Area CDC]	17
Successful Parents [Success 4 Kids & Families]	1
	<b>304</b>

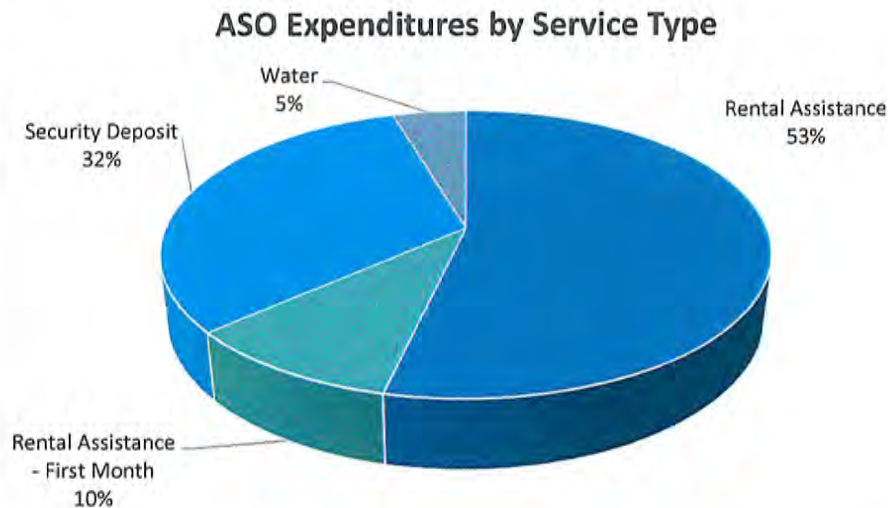


## SERVICES PURCHASED

The table below summarizes the number of payments by service type, as well as the total dollar amount by service, for this funding source. There was a decrease in the use of these funds for relocation services in Fiscal Year 2020, likely related to the moratorium on evictions that was in place due to COVID-19.

Utilization by Service		
Service Type	Funds Budgeted	Total Budgets
Rental Assistance	\$148,868	159
Rental Assistance - First Month	\$27,699	37
Security Deposit	\$88,325	87
Water	\$12,874	52
	<b>\$277,765</b>	<b>335</b>

The chart below illustrates the distribution of payments by service type using Hillsborough County BOCC Social Services funds.



## PROVIDERS AND VENDORS

As needs are identified and the eligibility to use ASO funds is determined, providers and vendors are selected by families with the assistance of their case manager. The ASO offers a large, diverse provider network from which families may choose, as well as the flexibility to add new providers and vendors based on the needs of the children and families enrolled. The ASO database includes more than 4,500 active vendors, over 1,300 of which are credentialed service providers.

The ASO issued 335 payments to 185 unduplicated providers and vendors with Hillsborough County BOCC Social Services funds. The number of providers paid by service type were as follows:

Providers Utilized	
Service Type	# of Providers Paid
Rental Assistance	133
Rental Assistance - First Month	30
Security Deposit	64
Water	3

*Note that some providers were paid for more than one service.*

## MONITORING

The Children's Board conducts ASO monitoring visits of all programs that access Children's Board and Hillsborough County BOCC ASO funds. The ASO monitoring visit includes an overall assessment of adherence to ASO guidelines as well as a random sample record review of ASO participants. The client record review is conducted to ensure that services purchased by the ASO directly relate to goals that are documented in the family support plans, and that there is evidence that the participants received the services.

Most programs utilizing County BOCC Social Services funds performed well in the monitoring process. More than half of the programs received a 100% score for the number of services found on family support plans, and all but one program achieved a score of 80% or higher. **It is important to note that thirty-seven (37) of the forty (40) County Social Services-funded budgets reviewed in monitoring were found in family support plans, for a funding source-specific score of 93%.** Furthermore, all County Social Services funded budgets were fully substantiated by proper back-up documentation. The table on the following page summarizes the monitoring results of participating programs.



Program Name	Agency	ASO Monitoring Completed	Services in FSP?	Funds Returned by Program
E.A.C.H. One Initiative	Positive Spin, Inc.	03/04/2020	100%	\$ -
Emergency Shelter	The Spring of Tampa Bay, Inc.	08/13/2020	95%	\$ 10.50
Families Matter	Greater Palm River, CDC dba Palm River Family Services	03/12/2020	100%	\$ -
Family Safety from Domestic Violence	The Spring of Tampa Bay, Inc.	07/30/2020	93%	\$ -
Family Support and Resource Center	Manifestations Worldwide, Inc.	08/04/2020	45%	\$ -
First Hug	Metropolitan Ministries	03/11/2020	97%	\$ -
Hand-Up Assistance Program	Family Promise of Hillsborough County	09/11/2020	82%	\$ -
Healthy Families - Site 1, 2, 6 & 9	The Children's Home	05/28/2020	100%	\$ -
Healthy Families - Sites 3 and 5	Champions for Children	05/28/2020	100%	\$ -
Healthy Start	Success 4 Kids & Families	08/21/2020	100%	\$ -
Kinship Care	Family Enrichment Center	03/03/2020	100%	\$ -
Kinship Care	The Children's Home	03/05/2020	100%	\$ -
La RED	Hispanic Services Council	06/04/2020	100%	\$ -
School Social Work	Hillsborough County Public Schools	09/17/2020	100%	\$ 0.96
Sin-Cera, Inc. Support Services	Sin-Cera, Inc.	07/16/2020	96%	\$ -
Steps for Success	University Area CDC	08/27/2020	100%	\$ -
Successful Parents	Success 4 Kids & Families	08/21/2020	100%	\$ -

## QUALITY MANAGEMENT

Family surveys were administered by mail for most participating programs in September. The Spring of Tampa Bay administered surveys directly to their participants through their case managers throughout the year. Thirty-six (36) participants served by the County BOCC Social Services funds responded to the family survey. Based on the number of participants served by this funding (304), surveys were received from twelve percent (12%).

The summary of responses for ASO participants who returned surveys is as follows:

- 100% of participants agreed or somewhat agreed that the ASO has helped their family meet their goals.
- 100% of participants agreed or somewhat agreed that they have been given choices about which services their family gets.
- 97% of participants agreed or somewhat agreed that they have been given choices about who provides services for their families.
- 94% of participants reported that they received the service that they needed the most.
  - *Eighteen (18) of the families reported that the services they needed the most were rental assistance, security deposits, or help with utilities.*
- 92% of participants reported that they received the service in a timely manner.

When asked what they liked best about the ASO and services provided, many participants responded with comments about the helpfulness of their case manager, the ability to have their needs met and the timeliness of the assistance. A few examples of their comments are as follows:

- *"They help me and my girls get in a home to be a family."*
- *"How patient and understanding my case manager is."*
- *"They were able to help me with housing fast."*
- *"The promptness with which the assistance is provided."*

Surveys were also administered to ASO case managers through a web-based survey in September. Eighty (80) of the 128 case managers accessing Hillsborough County BOCC Social Services funds responded to the survey, for a sixty-three percent (63%) response rate. Highlights from their responses are as follows:

- 93% were almost always or often satisfied with the ease of obtaining ASO services.
- 86% were almost always or often satisfied with the process for requesting new providers.
- 96% were almost always or often satisfied with the timeliness of ASO payments.
- 96% were almost always or often satisfied with the customer service received from the ASO.
- 86% agreed that they were more confident in their ability to meet families' needs.

When asked what impact the ASO has on families, the following responses were provided:

- *"ASO has made a huge difference with families as it sometimes prevents them from being homeless, from not having water, electricity or food in their house or beds for babies to sleep in."*
- *"ASO gives our families the opportunity to thrive and feel self-sufficient."*
- *"I have families who did not lose their home because of the help they received."*
- *"When ASO supports the families with basic living necessities such as housing and utilities, it allows the families to work on improving the lives of their children."*
- *"As a case manager I have noticed that sometimes we are the only hope for the families we serve. The impact translate into tears and smiles of appreciation and hope for what we can accomplish for these families."*

When asked what difference the ASO makes in their work as a case manager, the following comments were made:

- *"ASO makes it easier to be able to provide essential services for the families. Sometimes initially the client's only support is their case manager who has access to ASO."*
- *"Makes it easier to help families meet goals for stability."*
- *"It helps us help our caregivers when they are in a bind or have income restrictions when taking in family members."*
- *"ASO makes a huge difference in my work. When families are faced with financial issues it is very difficult for them to focus on child development, daily do's or reading to their children. If the family is worried about paying their rent it is impossible to get the family to get down on the floor to play with the babies."*



- *“Having the ASO as a last resort allows us to offer families an opportunity to have safe shelter, utilities, and necessities for their children when all other opportunities have failed.”*

## SUMMARY

The following success indicators were included in the agreement between Hillsborough County Social Services and the Children’s Board:

1. During the reporting period, at least 90% of participating families developed a family support plan, as evidenced by a random sample of case files reviewed by the organization during monitoring visits.
2. During reporting period, at least 60% of participating families report that the ASO and partner agencies have helped their family meet their family support plan goals.
3. During the reporting period, at least 80% of participating families report they received the services needed to promote self-sufficiency.

All success indicators were exceeded, based on monitoring visits and quality management survey responses:

1. **All families served are required to have a family support plan in which ASO services are documented. Monitoring visits revealed that 93% of the County-funded ASO budgets reviewed included the service in the family support plan.**
2. **100% of participants agreed or somewhat agreed that the ASO has helped their family meet their goals.**
3. **94% of participants reported that they received the service that they needed the most.**

The partnership between Hillsborough County Social Services and the Children’s Board ASO has been successful in achieving the goal to enhance services to vulnerable families throughout Hillsborough County who are committed to becoming self-sufficient. More than 300 participants and their families received services to promote stability and self-sufficiency.

Hillsborough County BOCC Social Services and the Children’s Board continue to collaborate on serving vulnerable families, thereby reducing duplication of services, enhancing the efficiency of the system of care, and improving outcomes for families. Hillsborough County Social Services renewed the agreement with the Children’s Board to provide \$300,000 in housing supports for Fiscal Year 2021, which will be increasingly important as we navigate housing challenges for families during coronavirus pandemic.

**FIRST MODIFICATION TO THE AGREEMENT  
WITH  
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY TO PROVIDE HOMELESS  
PREVENTION SERVICES TO ADMINISTRATIVE SERVICES ORGANIZATION (ASO)  
PARTNERS**

**THIS First Modification Agreement**, hereinafter referred to as the "First Modification", is made and entered into this 23rd day of March, 2022, by and between Hillsborough County, Florida, a political subdivision of the State of Florida, whose address is 601 East Kennedy Boulevard, Tampa, Florida 33602, hereinafter referred to as "COUNTY" and Children's Board of Hillsborough County, an independent special taxing district, located at 1002 E. Palm Avenue, Tampa, FL 33605, hereinafter referred to as "ORGANIZATION".

**WITNESSETH**

**WHEREAS**, the COUNTY and ORGANIZATION, hereinafter referred to as the "Parties" entered into an agreement dated September 20, 2018, BOCC Document No. 18-1116, hereinafter referred to as the "Agreement", for the ORGANIZATION to receive Homeless Prevention Services funding for ASO partner agencies to utilize for this purpose; and

**WHEREAS**, the COUNTY mandates language changes be incorporated upon Renewal or Modification; and

**WHEREAS**, the Parties have determined that this First Modification shall inure to their mutual benefit.

**NOW, THEREFORE**, in consideration of the mutual covenants and provisions contained herein, additional to those heretofore made, the Agreement is hereby modified as follows:

1. The aforesaid recitals are true and correct and are incorporated herein by this reference.
2. Article 3 – Term of Agreement – is hereby replaced with the following:

This Agreement shall be effective January 1, 2022 ending on September 30, 2022 hereinafter referred to as "Term".

The County Administrator, or designee, on behalf of the COUNTY, shall have the option to renew this Agreement unilaterally for successive one year periods not to exceed four renewal periods, upon its same terms and conditions then in effect, and increase or decrease the not to exceed amount of annual funds payable by the COUNTY hereunder to reflect the adopted budget amount for the ORGANIZATION and may increase or decrease the corresponding units of service requirements proportionately.

3. Exhibit "B", METHOD OF PAYMENT - is hereby replaced in its entirety with the new Exhibit "B" attached hereto and incorporated herein.
4. Exhibit "C", REQUEST FOR PAYMENT FORM - is hereby replaced in its entirety with the new Exhibit "C" attached hereto and incorporated herein.

5. Exhibit "D", PROGRAM PERFORMANCE REPORT - is hereby replaced in its entirety with the new Exhibit "D" attached hereto and incorporated herein.
6. In the event any section, sentence, clause, or provision of this First Modification is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of this First Modification shall not be affected by such determination and shall remain in full force and effect.
7. The other terms and conditions of the Agreement, as modified herein, which do not conflict with this First Modification, are hereby reaffirmed in their entirety. In the event of a conflict between the terms of this First Modification and the terms of the Agreement, the terms of this First Modification shall control.

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IN WITNESS WHEREOF, the Parties have caused their respective authorized representative to execute this First Modification effective as of the date first above written.

ATTEST: Cindy Stuart,  
Clerk of Circuit Court

COUNTY: Hillsborough County, a political  
subdivision of the State of Florida

By: [Signature]  
Deputy Clerk

By: [Signature]  
Kimberly Overman  
Chair, Board of County Commissioners



Date: 3/23/2022

Date: 3/23/2022

ATTEST: For the ORGANIZATION  
(Two Witnesses Required)

ORGANIZATION: Children's Board of  
Hillsborough County

[Signature]  
Witness

By: [Signature]  
Authorized Representative

Tonia Williams  
Print Name

Kelley Parris  
(Printed Name of Signer)

[Signature]  
Witness

Executive Director  
(Title)

KRISTINA AUSTIN  
Print Name

2.17.22  
(Date)

Approved as to Form and Legal Sufficiency:

By: Charlotte V. Diggs  
Assistant County Attorney

Date: 3/4/2022

BOCC DOCUMENT NO. 22-0344

	Approval	Date
Fiscal	<u>KM</u>	<u>3/4/2022</u>
Department	<u>[Signature]</u>	<u>3/4/22</u>
Procurement	<u>N/A</u>	
Legal	<u>C.V.D.</u>	<u>3/4/2022</u>

## EXHIBIT "B"

### METHOD OF PAYMENT

1. The ORGANIZATION shall submit to the COUNTY quarterly, a Request for Payment Form, a Program Performance Report, and a summary spreadsheet for expenses incurred during execution of this Agreement and in accordance with the Social Services General Assistance Policy.
2. The ORGANIZATION shall submit its FINAL Request for Payment packet by August 31. Upon termination, the ORGANIZATION shall submit its final Request for Payment packet within 15 days of the date of termination.
3. Request for Payment Form shall be submitted equal to or less than the allowable amount in accordance with the Social Services General Assistance Policy.
  - Rent
    - Shelter Payment (current or upcoming only, cannot pay for previous months) Allowable for leased apartment, mobile home, lot rent, mortgage
    - Max Frequency: 1 month within a 12-month period
    - Max Benefit: Payment not to exceed \$3,200
  - Security Deposit
    - Deposit Payment to secure safe, stable, and affordable shelter
    - 1<sup>st</sup> and 2<sup>nd</sup> (consecutive) Month's Shelter Payment
    - Max Frequency: 1 security deposit payment, 1<sup>st</sup> and 2<sup>nd</sup> consecutive month's rent payment within 12 months
    - Max Benefit: Payment not to exceed \$6,400
  - Utility Assistance - Water/Sewage
    - Restoration services
    - Disconnection Prevention
    - Deposits
    - Water/Sewer Max Frequency: 1 time in a 12-month period
    - Max Benefit: Payment not to exceed \$600
4. Excel spreadsheet, required for each request must include but is not limited to:
  - Family identifier
  - Date of service
  - Type of service provided (ie. Rent, Security, Water)
  - Reimbursement amount
  - Referral Agency

Request for Payment forms, reports and outcomes are to be submitted via email to:

Beth Derby  
Special Projects Coordinator  
derbyb@hillsboroughcounty.org

Kelly Mistretta  
Accountant  
mistrettak@hillsboroughcounty.org

For all programmatic concerns contact:

Angela Medero  
Human Services Manager  
mederoa@hillsboroughcounty.org

**EXHIBIT "C"**

**REQUEST FOR PAYMENT FORM**

ORGANIZATION NAME: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

REQUEST NUMBER: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

**FINANCIAL STATUS REPORT**

	<b>ANNUAL APPROVED BUDGET</b>	<b>CURRENT REQUEST \$</b>	<b>REQUESTS YTD \$</b>	<b>REMAINING BALANCE \$</b>
<b>Rent Authorizations</b>				
<b>Deposit Authorizations</b>				
<b>Water Authorizations</b>				
<b>Administrative Fees (10%)</b>				
<b>TOTAL</b>	<b>\$300,000.00</b>			

I certify that the service covered by this request have been provided to the COUNTY in accordance with the terms and conditions of the Agreement and that the documentation provided is true, accurate and complete.

\_\_\_\_\_  
Authorized Signature Title Date

**FOR COUNTY USE ONLY**

G/L ACCOUNTING CODE \_\_\_\_\_ DOCUMENT # \_\_\_\_\_

P. O. # \_\_\_\_\_ APPROVED: \_\_\_\_\_

I verify that Hillsborough County (based upon certification of Organization Official) has received the goods and/or services.

TYPE OF REVIEW

APPROVED

DATE

FISCAL

PROGRAMMATIC

COMMENTS: \_\_\_\_\_



**EXHIBIT "D"**  
**PROGRAM PERFORMANCE REPORT**

ORGANIZATION: Children's Board of Hillsborough County

PROGRAM: Homeless Prevention Services through ASO Partners

REPORT PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_

PERCENTAGE OF GOAL COMPLETED \_\_\_\_\_%

I. ACCOMPLISHMENTS:

II. STATUS REPORT ON PROVISION OF SERVICES FOR THE CURRENT PERIOD:

<u># FAMILIES SERVED</u>	<u># RENT AUTHORIZATIONS</u>	<u># SECURITY DEPOSIT AUTHORIZATIONS</u>	<u># WATER AUTHORIZATIONS</u>
_____	_____	_____	_____

III. OTHER

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION ITEM NO. 7**  
**Approval of Release for 2023 Swim Uniting Grant**

**Initiator:** Maria Negrón, Director of Programs

**Action:** Approval of release for 2023 Swim Uniting Grant

**Date:** Regular Board Meeting, Thursday, September 21, 2022

**Recommended Actions**

Recommend release in October 2022 of a Request for Proposals for a 2023 Uniting Grant to support swim lessons, water safety education, and lifeguard training to address the Children's Board focus area of Healthy and Safe, with a total allocation up to \$500,000.

**Background**

- The Children's Board approved New Funding and FY 2022-2023 final budget at the August 2022 Board meeting.
- Funding for FY 2022-2023 is contingent upon Board approval of the FY 2022 – 2023 Final TRIM Hearing on September 21, 2022.
- Contract start date will be in FY 2023, not established at time of memo.
- The release is an effort to broaden services in water safety.

**Children's Board of Hillsborough County****Executive Director Report****August 26, 2022 – September 21, 2022****20 Meetings**

Mayor's Roundtable Discussion on Housing Assistance
Children's Network – Terri Balliet
Hillsborough Anti-Racism Workgroup
StoryWalk Tour – Al Lopez Park
Webinar – Racial Bias & the Impacts on Mental Health
Trauma Informed Schools Follow-up
2022 Florida Children and Families Summit
2022 Florida Children and Families Summit
2022 Florida Children and Families Summit
ELCHC Board of Director's Special Meeting
QEES – Townhall Planning Session
Webinar – Health Equity Series: Screening for Social Need
Mental Health Advisory Meeting
Homelessness Discussion with Metro. Ministries
Safe and Sounds – Shaka Jasper
FACCT
National Virtual Town Hall-Family Connections
CALM
Jessica DuBois
Funder's Roundtable: Tampa Bay

**Contract Signature Log**  
**ASO ONLY**  
**FY 2022**

Entity/Agency	Contract Type	Brief Description	Contract Period	Contract Amount	Board Approved	Signed By	Date Signed
Yogini V. Dave	ASO Provider	Tutor	8/30/22-ongoing	Varies	No	Kelley Parris	8/31/2022

**Contract Signature Log**  
**Programs ONLY**  
**FY 2022**

Entity/Agency	Contract Type	Brief Description	Contract Period	Contract Amount	Board Approved	Signed By	Date Signed
ZOOTAMPA AT LOWRY PARK	Independent Contractor Agreement	Amendment	5/30/22 - 8/5/22	32,835		Kelley Parris	8/26/2022



## Monthly Financial Report

**August 2022**

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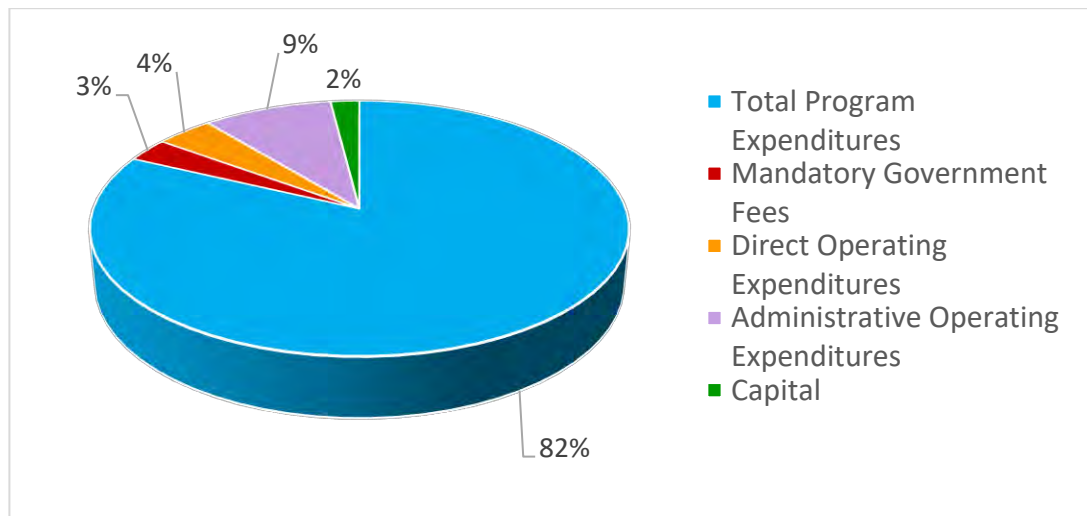
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Number

- 2. Fiscal Year 2021-2022 Budget
- 3. Financial Statement Category Definitions
- 4. Statement of Revenues and Expenditures
- 5. Revenue Variance Analysis
- 6. Expenditure Variance Analysis
- 7. Investments Statement
- 8. FY 2021 - 2022 Estimated Spending Report
- 9. FY 2021 - 2022 Estimated Spending Narrative
- 11. New Program Funding Report
- 12. New Program Funding Detail



## Fiscal Year 2021-2022 Budget

	<b>FY 2021-2022 Original Budget</b>
<b>Revenues</b>	
Ad-Valorem Taxes	53,833,708
Investment Income	66,000
Administrative Services Organization Funding	1,405,000
Other Community Partner Funding	410,000
Miscellaneous Income	168,000
<b>Total Revenues</b>	<b><u>55,882,708</u></b>
<b>Expenditures</b>	
Program Expenditures:	
Program Funding (Continuation Grants)	37,505,024
New Program Funding (unallocated)	9,070,000
Total Program Expenditures:	46,575,024
Operating	
Employee Salaries and Benefits	5,141,710
Contracted Professional Services	611,635
Facility Expenditures	461,993
CBHC FRC Occupancy Expenditures	430,858
Other Operating	510,129
Total Operating	7,156,325
Capital Expenditures	1,500,000
Mandatory Government Fees	1,554,993
<b>Total Expenditures</b>	<b><u>56,786,342</u></b>
<b>Net Spend Down of Fund Balance</b>	<b><u>(903,634)</u></b>



## ***Financial Statement 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, legal, media buys, auditing, and other professional services.
- **Facility Expenditures** represents necessary costs to operate the Children's Board offices, conference center, and CBHC Family Resource Center (CBHC FRC) 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 and 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.

## August-2022

	FY 2021- 2022 YTD Budget	FY 2021- 2022 YTD Actual	FY 2021- 2022 Variance \$	FY 2021- 2022 Variance %
<b>Revenues</b>				
Ad-Valorem Taxes	53,632,058	54,174,579	542,521	1%
Investment Income	60,500	489,061	428,561	708%
Administrative Services Organization Funding	1,287,483	852,072	(435,411)	-34%
Other Community Partner Funding	160,000	160,000	0	0%
Miscellaneous Income	154,000	146,539	(7,461)	-5%
<b>Total Revenues</b>	<b>55,294,041</b>	<b>55,822,251</b>	<b>528,210</b>	<b>1%</b>
<b>Expenditures</b>				
Program Expenditures:				
Program Funding (Including Unallocated)	41,396,507	26,703,447	14,693,060	35%
Total Program Expenditures:	41,396,507	26,703,447	14,693,060	35%
Operating Expenditures				
Employee Salaries and Benefits	4,713,234	4,171,660	541,574	11%
Contracted Professional Services	563,172	254,970	308,202	55%
Facility Expenditures	423,494	396,733	26,761	6%
CBHC FRC Occupancy Expenditures	394,953	400,253	(5,300)	-1%
Other Operating	467,506	371,948	95,558	20%
Total Operating	6,562,359	5,595,564	966,795	15%
Capital Expenditures	0	5,474	(5,474)	0%
Mandatory Government Fees	1,463,612	1,436,763	26,849	2%
<b>Total Expenditures</b>	<b>49,422,478</b>	<b>33,741,248</b>	<b>15,681,230</b>	
<b>Net Cash Flow</b>	<b>5,871,563</b>	<b>22,081,003</b>	<b>16,209,440</b>	

## Revenue Variance Analysis

### Statement of Revenues

August-2022

	FY 2021- 2022 YTD Budget	FY 2021- 2022 YTD Actual	FY 2021- 2022 Variance \$	FY 2021- 2022 Variance %
<b>Revenues</b>				
Ad-Valorem Taxes	53,632,058	54,174,579	542,521	1%
Investment Income	60,500	489,061	428,561	708%
Administrative Services Organization Funding	1,287,483	852,072	(435,411)	-34%
Other Community Partner Funding	160,000	160,000	0	0%
Miscellaneous Income	154,000	146,539	(7,461)	-5%
<b>Total Revenues</b>	<b>55,294,041</b>	<b>55,822,251</b>	<b>528,210</b>	<b>1%</b>

- **Ad-Valorem Taxes**
  - This line is over the YTD budget by \$542,521 because more than the 95% of the tax revenue budgeted has been received. 101% of the budgeted ad-valorem tax revenue has been received to date.
- **Investment Income**
  - The interest received year to date is over the YTD budget because interest rates have increased. This was budgeted at 0.10% and the current interest rate is 2.26% for LGIP and 0.40% for Wells Fargo.
- **Administrative Services Organization**
  - Eckerd Connects ASO actual expenditures were lower than budgeted YTD resulting in lower revenue received. ASO Funding revenue will be under budget at the end of the year because the Eckerd Connects contract ended on June 30, 2022.
- **Other Community Partner Funding**
  - This line is within budget.
- **Miscellaneous Income**
  - This line is under budget because of lower ASO administrative fees related to the Eckerd Connects contract, offset by provider repayments from prior year settlements that were not budgeted.

## Expenditure Variance Analysis

### Statement of Expenditures

August-2022	FY 2021- 2022 YTD Budget	FY 2021- 2022 YTD Actual	FY 2021- 2022 Variance \$	FY 2021- 2022 Variance %
<b>Expenditures</b>				
Program Expenditures:				
Program Funding (Including Unallocated)	41,396,507	26,703,447	14,693,060	35%
Total Program Expenditures:	41,396,507	26,703,447	14,693,060	35%
Operating				
Employee Salaries and Benefits	4,713,234	4,171,660	541,574	11%
Contracted Professional Services	563,172	254,970	308,202	55%
Facility Expenditures	423,494	396,733	26,761	6%
CBHC FRC Occupancy Expenditures	394,953	400,253	(5,300)	-1%
Other Operating	467,506	371,948	95,558	20%
Total Operating	6,562,359	5,595,564	966,795	15%
Capital Expenditures	0	5,474	(5,474)	0%
Mandatory Government Fees	1,463,612	1,436,763	26,849	2%
<b>Total Expenditures</b>	<b>49,422,478</b>	<b>33,741,248</b>	<b>15,681,230</b>	

- **Program Expenditures**
  - Continuation Grants are under budget partly because providers are not current on invoicing the Children's Board including a few large contracts and we are expected to be under budget by \$4.2 Million at the end of the year.
  - Unallocated Program Funding is expected to be under budget by \$7 Million at year end.
- **Employee Salaries and Benefits**
  - This line is under budget because of vacant positions.
- **Contracted Professional Services**
  - This line item is under budget because of the timing of legal services, County IT services and community education & awareness spending.
- **Facility Expenditures**
  - This line item is under budget because of the timing of spending. Electricity, janitorial and lawn maintenance are under budget. This is offset by several additional projects that have been completed but were not budgeted.
- **CBHC FRC Occupancy Expenditures**
  - This line item is slightly over budget. Over budget in utility services and building leases offset by under spending in janitorial.
- **Other Operating**
  - This line item is under budget because of the timing of paying travel, training & events, promotional items, and printing expenditures. This is offset by being over budget in computer supplies. This is expected to be under budget by \$36,000 at year end.
- **Capital Expenditures**
  - This line will be under budget by \$1.5 million as a property was not purchased this year.
- **Mandatory Government Fees**
  - The line item is slightly under budget because of the timing of paying property appraiser's fees and tax collector fees.

Children's Board Of Hillsborough County  
Investments Statement  
**August-2022**

<u>Investment Instrument</u>	<u>Financial Institution</u>	<u>Balance</u>	<u>Maturity</u>	<u>Yield</u>
Checking	Wells Fargo Government Advantage	1,833,446	1 day	0.40%
LGIP	Florida State Board of Administration	<u>73,862,684</u>	N/A	2.26%
		<b><u>75,696,130</u></b>		



**Children's Board Of Hillsborough County**  
**FY 2021 - 2022 Estimated Spending**

	<b>FY 2021 - 2022 Budget</b>	<b>FY 2021 - 2022 Estimated Actual</b>	<b>FY 2021 - 2022 Projected Difference</b>
<b>Revenue</b>			
Ad-Valorem Taxes	53,833,708	54,343,000	509,292
Investment Income	66,000	550,000	484,000
Administrative Services Organization (ASO)	1,405,000	935,743	(469,257)
Other Community Partner	410,000	410,000	-
Miscellaneous Income	168,000	131,000	(37,000)
<b>Total Revenue</b>	<b>55,882,708</b>	<b>56,369,743</b>	<b>487,035</b>
<b>Expenditures</b>			
Program:			
Program Funding (Continuation Grants)	37,505,024	33,270,974	4,234,050
CBHC Unallocated Program Funding	9,070,000	1,998,577	7,071,423
<b>Total Program Expenditures:</b>	<b>46,575,024</b>	<b>35,269,551</b>	<b>11,305,473</b>
Operating Expenditures			
Employee Salaries and Benefits	5,141,710	4,688,515	453,195
Contracted Professional Services	611,635	595,093	16,542
CBHC FRC Occupancy Expenditures	430,858	432,437	(1,579)
Facility Expenditures	461,993	450,104	11,889
Other Operating	510,129	473,408	36,721
<b>Total Operating Expenditures</b>	<b>7,156,325</b>	<b>6,639,557</b>	<b>516,768</b>
Capital Expenditures	1,500,000	-	1,500,000
Mandatory Government Fees	1,554,993	1,444,941	110,052
<b>Total Expenditures</b>	<b>56,786,342</b>	<b>43,354,049</b>	<b>13,432,293</b>
<b>Total Projected Difference</b>			<b>13,919,328</b>

## ***Narrative/Assumptions for FY 2021 - 2022 Estimated Spending***

- **Revenue**

- Total Revenue is projected to be over budget by a net amount of \$487,035.
- Ad-Valorem Tax Revenue is projected to be over budget by \$509,292 as more than 95% of the tax revenue is expected to be received.
- Investment Income is projected to be over budget by \$484,000. The current interest rate is .23% with Wells Fargo and 1.8% with Florida Prime which is higher than the .1% budgeted.
- The Administrative Services Organization (ASO) revenue will be under budget by \$469,257 because there will be no expenditures and revenue in the DCF contract and the Eckerd Connects contract ended on June 30, 2022.
- Other Community Partner Revenue is projected to be received at the budgeted amount.
- Miscellaneous Income is projected to be under budget by \$37,000 because the Eckerd Connects contract ended on June 30, 2022.

- **Expenditures**

- **Program Expenditures**

- Total Program Expenditures are projected to be under budget by \$11.3 Million.
  - Continuation Grants are projected to be under budget by \$4.2 Million.
    - It is estimated that the ASO will spend \$469,257 less than the allocated amount of other funder's allocations and \$900,000 less in CBHC allocations.
    - Negotiated Continuation Contracts were under budget by \$666,110. A net amount of \$47,352 was reduced from contracts during the year leaving \$713,462 unallocated.
    - Estimated under spending of the remaining continuation contracts is \$2.2 M.
  - Unallocated Program Funding is projected to be under budget by \$7 Million based on contracts awarded year to date.

- **Operating Expenditures**

- Salaries and Benefits are projected to be under budget by \$453,195 because of vacant positions throughout the year.
- Contracted Professional Services are projected to be under budget by a net amount of \$16,542 because of under spending in legal services, County IT services, and public relations contracted services; and services contracted for human resources and IT services that were not included in the budget.
- CBHC FRC Occupancy Expenditures are projected to be slightly over budget by \$1,579.
- Facilities Expenditures for the Palm Avenue building are projected to be under budget by a net amount of \$11,889.
- Other Operating Expenditures are projected to be under budget by a net amount of \$36,721. This includes under spending in local travel, meeting travel, promotional materials, and community training; and over spending in computer supplies, janitorial supplies, printing, and public notice advertising.

- **Capital Expenditures**

- Capital Expenditures are projected to be under budget by \$1.5 million as a property was not purchased in FY 2021 - 2022.

- **Mandatory Government Fees**

- The Mandatory Government Fees are projected to be under budget by a net amount of \$110,052. The Property Appraiser's fee was under budget by \$132,000 and the Tax Collector's fees are expected to be over budget by \$22,000.

**Children's Board of Hillsborough County**  
**FY 2021-2022 NEW PROGRAM FUNDING (UNALLOCATED) REPORT**  
Regular Board Meeting - September 21, 2022

	Beginning Budget	Adjustments	Revised Budget	YTD Amount Approved	YTD Uncommitted Funds Available	Current Funding Requests	Uncommitted Funds Available
Technical Assistance Funding (Agencies Not Currently Funded by CBHC)	130,000	(83,523)	46,477	46,477	-		-
Technical Assistance Funding (Agencies Currently Funded by CBHC)	70,000	106,923	176,923	176,923	-		-
Summer Passport for Kids	250,000		250,000	127,908	122,092		122,092
Leading Grants (Summer Funding)	245,000		245,000	70,781	174,219		174,219
Emerging Needs Funding	500,000		500,000	-	500,000		500,000
Emergency Funding	700,000		700,000	310,256	389,744		389,744
Match	300,000		300,000	-	300,000		300,000
Technical Assistance - Neighborhood Assoc.	25,000		25,000	5,767	19,233		19,233
Investment Grant - Children Entering Kindergarten	1,000,000	(23,400)	976,600	695,864	280,736		280,736
Investment Grant - Children are Healthy & Safe	600,000	200,000	800,000	-	800,000		800,000
Investment Grant - Marketing for CBHC Funded Programs	800,000	(200,000)	600,000	-	600,000		600,000
Investment Grant - Children are Developmentally on Track	875,000		875,000	-	875,000		875,000
Leading Grant - Art Program	125,000		125,000	45,244	79,756		79,756
Children's Board FRC Expansion of Services	450,000		450,000	330,382	119,618		119,618
Pilot Project - Early Learning Opportunities	1,000,000		1,000,000	-	1,000,000		1,000,000
Racial Equity Funding	2,000,000		2,000,000	189,274	1,810,726		1,810,726
<b>Totals</b>	<b>9,070,000</b>	<b>-</b>	<b>9,070,000</b>	<b>1,998,876</b>	<b>7,071,124</b>	<b>-</b>	<b>7,071,124</b>

Original Continuation Funding Budget	37,505,024
Actual Contract Amount Negotiated	36,575,497
Net Amount Available	929,527

Pregnancy Care Center of Plant City Amendment	84,711
YMCA Comm. Learning Center Sulphur Springs Amendment	87,525
HCC QEES	(58,530)
Mary Lee's House - Community Alliance Coordinator	(66,354)
Summer Continuation Contracts	(245,917)
ELC Fourth Quarter Budget Amount	(17,500)
<b>Amount Available</b>	<b>713,462</b>

FY 2021-2022 Approved Uncommitted Program Funding Detail  
Regular Board Meeting - September 21, 2022

Agency	Program	Funding Description	Technical Assistance Funding (Agencies Not Currently Funded by CBHC)	Technical Assistance Funding (Agencies Currently Funded by CBHC)	Summer Passport for Kids	Leading Grants Summer Funding	Emerging Community Needs Funding	Emergency Funding	Match	Technical Assistance - Neighborhood Associations	Investment Grant - Children Entering Kindergarten	Investment Grant - Children are Healthy & Safe	Investment Grant - Marketing for CBHC Funded Programs	Investment Grant - Children are Developmentally on Track	Leading Grant - Art Program	Children's Board FRC Expansion of Services	Pilot Project - Early Learning Opportunities	Racial Equity Funding
Healthy Start Coalition of Hillsborough County	Healthy Steps HealthPark	To provide Healthy Steps services at the USF HealthPark Pediatric clinic.						310,256										
Boys & Girls Clubs of Tampa Bay, Inc.	Brandon Art Masters! (BAM!)	The Brandon Boys & Girls Club aims to provide a diversity of exposure and skill-building experiences within art programming that are a key component for promoting positive youth development. This is done by hiring professional artists, purchasing quality art supplies, and exposing youth to a variety of new artistic experiences.													45,244			
Children's Home Network	Reaching and Inspiring Students Everywhere (RAISE)	An intervention program that works collaboratively with families and the community to ensure birth through 3 <sup>rd</sup> grade children and their families receive intervention services. Services are tailored to meet their needs and promote positive educational outcomes.									695,864							
Redefiners World Languages	Multilingual Citizens Program (MCP)	MCP offers in-person language courses aimed at developing skills critical to today's workforce and enhancing opportunities for family connectedness through the development of social skills.														330,382		
Just Initiative Inc	Just Technology Enhancements	Licenses for Charity Tracker, QuickBooks Plus, and Simple Texting. - Data for mobile hotspot -Three computers, one higher powered computer, two keyboards/mouse, printer, toner.	4,989															
Tampa Lighthouse for the Blind Inc. d/b/a Lighthouse for the Blind & Low Vision	Increased Capacity Building - Development Dept.	Subscribe to QGIV which is software to aid in fundraising for non for profits.	1,543															

FY 2021-2022 Approved Uncommitted Program Funding Detail  
Regular Board Meeting - September 21, 2022

Agency	Program	Funding Description	Technical Assistance Funding (Agencies Not Currently Funded by CBHC)	Technical Assistance Funding (Agencies Currently Funded by CBHC)	Summer Passport for Kids	Leading Grants Summer Funding	Emerging Community Needs Funding	Emergency Funding	Match	Technical Assistance - Neighborhood Associations	Investment Grant - Children Entering Kindergarten	Investment Grant - Children are Healthy & Safe	Investment Grant - Marketing for CBHC Funded Programs	Investment Grant - Children are Developmentally on Track	Leading Grant - Art Program	Children's Board FRC Expansion of Services	Pilot Project - Early Learning Opportunities	Racial Equity Funding
The Well	Financial Capacity Improvements	A CPA to consult organization on best practices. -Gilded Finance and QuickBooks subscriptions. - Basic office supplies.	4,946															
Oasis Network of New Tampa Inc.	OASIS Opportunities Board Member and Staff Training	Purchasing 3 Board Trainings from the Non Profit Leadership Center.	5,000															
Zoe's Story	RareWriterz Wellness App	Purchasing advertising plan/PR campaign and trainings.	5,000															
Children's Museum of Tampa, Inc, d/b/a Glazer Children's Museum	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			10,587													
The Florida Aquarium	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			3,680													
Lightning Foundation, Inc.	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			21,000													
Museum of Science and Industry	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			29,146													
Tampa Bay Performing Arts Center d/b/a Straz Center for the Performing Arts	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			21,060													
Tampa Museum of Art	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			8,400													



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Tampa Theatre	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			1,200													
Zoo Tampa at Lowry Park	2022 Summer Passport Program	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			32,835													
The Color Wheelz LLC. d/b/a The Color Express	ONEHillsborough After School Enhancements	Enhanced after school services (Art) at five School District of Hillsborough County HOST sites.																41,325
Florida Education Fund, Inc.	ONEHillsborough After School Enhancements	Enhanced after school services (Robotics & Gaming) at five School District of Hillsborough County HOST sites, four City of Tampa Parks & Recreation sites, and one Hillsborough County Parks & Recreation site.																28,500
Frameworks of Tampa Bay, Inc.	ONEHillsborough After School Enhancements	Enhanced after school services (Character Development) at five School District of Hillsborough County HOST sites.																28,464
After School All-Stars	2022 After School All-Stars Memorial and Village	Free summer program includes project-based learning to help students combat learning loss as well as enrichment activities. Dates: June 6, 2022 – July 22, 2022 Ages: 8-14 Location: *Memorial Middle School (33603) and Village of Excellence Academy (33617)				37,508												
After School All-Stars	2023 After School All-Stars Woodson	Free summer program includes project-based learning to help students combat learning loss as well as enrichment activities. Dates: June 6, 2022 – July 22, 2022 Ages: 8-14 Location: *Dr. Carter G Woodson (33604)				33,273												

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Boys & Girls Clubs of Tampa Bay, Inc.	Capacity Building for Currently Funded Programs	Information Technology Hardware and Software and Marketing Software		10,000														
Champions for Children	Capacity Building for Currently Funded Programs	Information Technology Custom Reporting Program and Marketing		11,750														
Corporation to Develop Communities	Capacity Building for Currently Funded Programs	Marketing and Operating Supplies		9,350														
Cove Behavioral Health	Capacity Building for Currently Funded Programs	Information Technology Learning Management Platform		10,000														
Dawning Family Services	Capacity Building for Currently Funded Programs	Marketing		8,930														
Early Childhood Council	Capacity Building for Currently Funded Programs	Marketing and Information Technology Software		7,183														
Family Enrichment Center	Capacity Building for Currently Funded Programs	Staff Retention, Technology, Marketing, and Operating Supplies		10,000														
Family Healthcare Foundation	Capacity Building for Currently Funded Programs	Information Technology Data Design and Certified Public Accountant Services		4,400														
Gulf Coast JFCS	Capacity Building for Currently Funded Programs	Marketing		6,655														
Hillsborough Education Foundation	Capacity Building for Currently Funded Programs	Information Technology Security Upgrade		10,000														

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Learn Tampa Bay / dba Achieve Plant City	Capacity Building for Currently Funded Programs	Marketing and Information Technology Upgrade		8,410														
Metropolitan Ministries	Capacity Building for Currently Funded Programs	Information Technology Data System Upgrade		8,554														
Positive Spin	Capacity Building for Currently Funded Programs	Staff Retention, Technology, and Operating Supplies		9,680														
Pregnancy Care Center	Capacity Building for Currently Funded Programs	Marketing		9,900														
Rebuilding Together Tampa Bay	Capacity Building for Currently Funded Programs	Marketing, Phone Operating System, and Computer		3,614														
Seniors in Service of Tampa Bay	Capacity Building for Currently Funded Programs	Staff Retention and IT Software		9,997														
Solita's House	Capacity Building for Currently Funded Programs	Marketing		6,000														
Tampa Hillsborough Homeless Initiative	Capacity Building for Currently Funded Programs	Information Technology Data Migration		10,000														
Tampa Metropolitan Area YMCA	Capacity Building for Currently Funded Programs	Information Technology Security Assessment		12,500														
University Area CDC	Capacity Building for Currently Funded Programs	Fund Development		10,000														

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Building Healthy Futures Inc.	Technology Improvement To Build Healthier Futures	Update organizations website.	5,000															
Chabad of Tampa Bay Inc.	Children's Board Grant	Conscious Discipline training, marketing program, printing materials, (2) laptops, Reading Curriculum supplies	4,999															
Firehouse Cultural Center	Board Development Training	Board Training and Strategic Planning done by Non-Profit leadership Center.	5,000															
Joshua Way of Hope Inc.	Evidence-Based Curriculum	1 Year Membership to Mentoring Central Assessments Services (Will not be covered), 9 Different School Curriculums	5,000															
Salesian Sisters of Tampa Inc. d/b/a Salesian Youth Center	Table/Chair Upgrade	Plastic Tables and Chairs	5,000															
Dana Shores Civic Association, Inc.	Technical Assistance - Neighborhood Safety Grant	Purchase of Benches, Installation of Benches, Little Library Materials and Installation.								2,871								
Wellswood Civic Association	Technical Assistance - Neighborhood Safety Grant	Asking for mural artist, art supplies, yard signs, snacks and beverages for painting.								2,896								
Florida Education Fund, Inc.	ONEhillsborough Summer Services	Robotics/Gaming/Gaming Design																20,700
G3 Life Applications, Inc.	ONEhillsborough Summer Services	Health/Fitness																39,936
Frameworks of Tampa Bay, Inc.	ONEhillsborough Summer Services	ExSel Student Workshops																19,349
B.E.A.U.T.E Blueprint Foundation	ONEhillsborough Summer Services	Brain Boost Summer Camp																11,000
<b>TOTAL</b>			<b>46,477</b>	<b>176,923</b>	<b>127,908</b>	<b>70,781</b>	<b>-</b>	<b>310,256</b>	<b>-</b>	<b>5,767</b>	<b>695,864</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,244</b>	<b>330,382</b>	<b>-</b>	<b>189,274</b>
<b>Total Approved</b>			<b>1,998,876</b>															
<b>Total Current Requests</b>			<b>-</b>															

# Good News

*from our funded partners*

**Regular Board Meeting  
September 1 2022**



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**Children's Board**  
HILLSBOROUGH COUNTY

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# Big Brothers Big Sisters of Tampa Bay

## 1-to-1 Comprehensive Mentoring



Meet Big Brother Parker and Little Brother Jamari! These two were matched in early 2017 when Jamari was six years old. He is now 12, and their friendship is going strong!

Jamari has had some challenges in his life and rarely has contact with his father, so his mother enrolled him in the program to provide Jamari with a positive male role model. Mom has three other kids as well, so life is very busy. Jamari has also struggled with schoolwork and some instances of bullying at school.



Big Brother Parker told me, “Over the past six years, I have seen Jamari grow into a confident, well-spoken, and intelligent kid. With the time we spend together playing hockey, fishing, and even studying or doing homework, he always pours all his energy and attention into what we’re doing. He continues to surprise me; I sometimes feel I’ve gained more from this match than he has.”

Jamari’s mom, Justine, said, “Parker is hands-down one of the best people Jamari could’ve met! I’m so grateful for the experiences Parker is providing for him. The learning experience is something that is going to help him in life! Parker is a wonderful man! Whoever idea it was to match both of them, I couldn’t be grateful enough!”



# Family Healthcare Foundation

## Connecting Kids to Care



Navigator Karla assisted a family that had immigrated to the United States the prior week. The family included two adults, two uninsured children 12 years of age, and a four-day-old newborn. The family was referred to the Navigator by Lutheran Services Florida for assistance with a Medicaid application. Despite being born in a local hospital, the newborn had not had a Medicaid application completed at the time of birth. They were without transportation, and Lutheran Services Florida paid an Uber for them to come to the Children's Board Family Resource Centers in Town 'N Country.

The Navigator assisted the family with Medicaid and Supplemental Nutrition Assistance Program applications for the

baby. The family had a 12-year-old son that had not seen a dentist in a very long time and had an extremely crooked tooth. The Family Resource Center had a Dental Mobile Bus that same day. The providers could see the child and referred him for additional services. The Navigator also signed both children up for the Mobile Medical Bus for July. The family had limited literacy skills, and the Navigator provided support with completing the forms needed for both the dental and mobile clinics. The Navigator also referred clients to WIC for the newborn and registered with the Family Resource Center as new members.



# Boys & Girls Clubs of Tampa Bay

## Brandon Art Masters! (BAM!)

Through the BAM! Program, the students are not only improving their artistic and social skills but also finding their sense of belonging. The program allows the students to know they are accepted, appreciated, and supported.



Testimonials from the students and staff:

- “I’m really good at drawing, and in the art club, other people can see how good I am, and it makes me feel good to belong in the art club.” ~Loki, age nine
- “Learning how to draw new things and knowing I’m not the only one that is growing makes me feel good, and I’m not left out.” ~ Mason, age ten
- “I know I belong because other people remind me of how good I am at my artwork, and even on a bad day, they remind me that I’m great.” Radelis age ten
- “The art program is entertaining, and through my art, I can express myself to the point where people understand me. I am quiet, but art makes noise.” Alis age nine
- “I’m happy in the art program because our coach always works with us to learn and never ever makes us focus on our mistakes.” ~ Jacobeth, age seven
- “I love the art program and my art teacher doesn’t ignore the kids that aren’t great drawers; instead he helps us to be great too.” ~ Ariel, age eight
- “I’m grateful for the art program and the art teacher because I can be myself.” ~ Nicolas, age eight

“I look forward to seeing the joy on the children’s faces when they learn new art skills or when they are able to show their final projects. The program allows the students to know they belong, they know they are wanted, their work is accepted, and there is no judgment for them to be who they are and express how they feel. The best part of it all is that they aren’t alone.” ~ Mrs. Tasha

“All children don’t have the ability to use their words, and through the art program, they are finding themselves as they express their creativity.” ~ Coach Corrin



# Tampa Metropolitan Area YMCA

## Community Learning Center at Sulphur Spring



At the Tampa YMCA, we love to help kids experience the joys of summer and be prepared for the upcoming school year thanks to our structured, American Camp Association (ACA) accredited summer camp activities, games, and programming.

This summer, we brought the joy of reading to our campers through games like "Sight Word Bingo" and "Sight Word Steps." Our theme was "Sulphur Springs World

Travelers," and our campers had so much fun learning about different countries worldwide by accessing various books and resources through myON.

Each camper group was provided with different books to read through out the summer, and after reading them, the counselors helped lead a group discussion about the books.

To help ensure our campers didn't lose academic skills over the summer, each group spent time working on their personal Bridge Books and kept a Daily Math Journal. Campers played fun math games such as Addition/Subtraction and Multiplication Face-Off. The campers enjoyed getting to know one another using "Get-to-Know-Me Math Facts" worksheets and loved learning how to graph using Starbursts candies.



# Tampa Metropolitan Area YMCA

## Community Learning Center at Sulphur Springs

At the Y, we believe no summer is complete without the excitement of messy STEM science experiments! Some of these projects included designing bird feeders, creating bubble solutions and engineering the bubble wands to see who could create the most enormous bubbles, and a group favorite - making homemade ice cream.

We also made sure to incorporate STEM activities into our Friday field trips. This summer, we went to Weedon Island Preserve, where campers learned about many different animals, including several types of birds. For their activity, campers were able to dissect an owl pellet. In the pellet, they found several bones that belonged to the owl's prey.

Thank you to the Children's Board of Hillsborough County for supporting students' continued learning throughout the summer.





# Healthy Start Coalition of Hillsborough County

Healthy Families Hillsborough

## Testimonial



"This is my third time doing the Safe Baby Plus program, but I continue to find new insight and comfort in the questionnaires and activities provided. It's a wonderful service, and I'm so glad it's offered to all parents in our area."

-Cherice, mom with her sweet Safe Baby graduate 😊

# Preserve Vision Florida

## Children's Vision Health and Safety Services

As children prepare to return to school, Preserve Vision Florida's team provided screenings and vision health education at two Tampa Housing Authority Back to School bashes. On August 3rd, the PVF team joined community partners at Robles Park, greeting families outdoors and screening children's vision in the Housing Authority's new mobile Emergency Command Center. Children enjoyed outdoor games and received school backpacks. PVF also used the spacious mobile unit at the Oaks housing site on August 5th. The team participated in community activities that residents and community providers had arranged. Both events provided the opportunity to explain the importance of a good vision for all children's learning and social development. These two events launched a new partnership for PVF with the commitment to provide services at all Tampa Housing Authority sites.



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# Seniors in Service of Tampa Bay

## Readers in Motion



This summer, Readers in Motion prepared LOADED backpacks for the Kindergarten, first, and second-grade students of Oak Grove Elementary! The backpacks includes great educational supplies such as:

- Composition notebooks;
- Full pencil boxes;
- Headphones; and
- A new book!

Backpacks are FREE to students upon registration in Readers in Motion! Readers in Motion's Education Advocates are also GEARED UP to serve Oak Grove Elementary this school year! Nine Education Advocate volunteers attended Oak Grove's Open House to warmly welcome children and families to the new 2022-2023 school year. Oak Grove's Kindergarten, first, and second-grade classrooms will all feature an Education Advocate, affectionately known as a "Classroom Grandparent" – a consistent, dedicated, caring senior who volunteers 5-30 hours PER WEEK as a tutor and mentor for the children during class time!

Many Education Advocates are returning to serve alongside their teachers from previous years. As devoted volunteers, Education Advocates help children succeed by giving of their time, love, and attention - some of our most valuable gifts! This is possible thanks to the generosity of the Children's Board of Hillsborough County. Thank you!





## Outreach Events Calendar

The Children's Board will have a presence at the following community events. Contact Dexter Lewis, Director of Public Relations, at [lewisbd@childrensboard.org](mailto:lewisbd@childrensboard.org) for more information about a particular event.

### September

- 09.24.22     **Glazer Children's Museum 12<sup>th</sup> Annual Birthday Bash!**  
Curtis Hixon Waterfront Park  
600 North Ashley Drive, Tampa  
10:00 am-3:00 pm
- 09.25.22     **Tampa Bay Moms Group – Fall Family Fest 2022**  
Waterworks Park  
1701 North Highland Avenue, Tampa  
11:00 am-3:00 pm

### October

- 10.1.22     **YES! Of America 14<sup>th</sup> Annual F.A.I.R**  
Lesley "Les" Miller Jr. All People's Park and Life Center  
6105 East Sligh Avenue, Tampa  
10:00 am-3:00 pm
- 10.4.22     **Children's Board Free Tuesday**  
Glazer Children's Museum  
110 West Gasparilla Plaza, Tampa  
10:00 am-5:00 pm
- 10.8.22     **Temple Terrace Fire Department Open House**  
Temple Terrace Fire Department  
124 Bullard Parkway, Temple Terrace  
9:00 am-1:30 pm
- 10.11.22    **Tampa Fire Rescue – Quarterly Health & Safety Open House**  
Martin Luther King Jr. Center  
2200 North Oregon Avenue, Tampa  
5:30 am-7:30 pm
- 10.13.22    **South Tampa Chamber Expo & Conference**  
Bryan Glazer Family JCC  
522 North Howard Avenue  
11:00 am-6:30 pm