

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## REGULAR BOARD MEETING

### SEPTEMBER 24, 2020 ~ 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: 1-866-899-4679  
Access Code: 579-512-941

### CALL TO ORDER

Attendance Verification  
Quorum Verification  
Invocation and Pledge of Allegiance

E. Narain  
N. Eichorn  
E. Narain  
E. Narain

### 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.

E. Narain

### EXECUTIVE DIRECTOR DISCLOSURE

K. Parris

### PROVIDER PRESENTATION

- 2019 Social Enterprise Competition Updates  
1<sup>st</sup> Place: AMRoC FabLab  
2<sup>nd</sup> Place: Canboulay Gallery & Work Café

M. Negron  
S. Gilyard

### ACTION ITEMS

1. **Approval;** August 27, 2020 Regular Board Meeting Minutes
2. **Approval;** September 9, 2020 Preliminary TRIM Hearing Minutes
3. **Approval;** Contract with Eckerd Connects
4. **Approval;** Contract with Hillsborough County BOCC Social Services Funds
5. **Approval;** Contract with Hillsborough County BOCC for Domestic Violence Funds
6. **Approval;** Review Team Recommendation for General Contractor for Plant City CBFRC for approval to proceed with contract negotiation.

E. Narain  
E. Narain  
R. Bacon  
R. Bacon  
R. Bacon  
P. Scott

## REPORTS/PRESENTATIONS

- |  |             |
|--|-------------|
| 1. Executive Director Reports                  | K. Parris   |
| A. Activities – July 1, 2020 – August 27, 2020 |             |
| B. COVID-19 Update                             |             |
| 2. Programs Reports                            | M. Negron   |
| 3. Finance Reports                             | T. Williams |
| 4. Public Relations Reports                    | D. Lewis    |

## OLD/NEW BUSINESS

## ATTACHMENTS

1. Contract Signature Logs (ASO, Programs, Vendors)
2. August 2020 Financial Statements
3. Good News!

## IMPORTANT DATES TO REMEMBER

### October

Board Executive/Finance Committee	October 8, 2020	12:00 PM
Regular Board Meeting	October 22, 2020	3:00 PM

### November

Board Executive/Finance Committee	November 5, 2020	12:00 PM
Regular Board Meeting	November 19, 2020	3:00 PM

# ***AMRoC Fab Lab: One Year Later***

**September 2020**



**Make your Future  
- Learn - Build - Create -**

[AMROCTampaBay.com](http://AMROCTampaBay.com)

***Children's Board of Hillsborough County Program Report***

# Our Mission

**The mission of FCDI/AMRoC is to support academic achievement, economic development and the spirit of innovation through exciting, hands-on active learning projects and programs.**





# Our Social Enterprise Model

AMRoC Fab Lab seeks to be economically self-sustaining, with earned revenue benefitting FCDI. Our business services include:

- Memberships
- Professional development
- Micro-Manufacturing services
- Fabrication Services
- 3D Printing services
- Facility rentals
- Educational support services
- Retail services





### **Objectives Progress to Date:**

Despite COVID-19 challenges that necessitated closing AMRoC Fab Lab to public admission in mid-March, we were able to :

## **What We Delivered!**

- Establish sufficient programming over the course of the last six months to meet most of our stated objectives online and off
- Have generated earned revenue through facility rental, program management, 3D printing services and project development, totaling over \$30,000 to date.
- On track to be self-sustaining in another two years.



## Academic and Workforce Pipeline Progress to Date

- **Training Partnerships:**
  - Partnered with U.S. Auto Training and Building Towards the Future to provide workforce education for ages 16+
  - Partnered with Grow to Greatness Ventures for an early stage Equity in Entrepreneurship education program
- **Pathways to academic and career/trade schools :**
  - We partnered with Innovation Partnership and Career Source for TechHire interview sessions
  - hosted Manufacturing Day at AMRoC Fab Lab for Shields Middle School students,
  - We are also expanding our online resource guide to include an ecosystem map to help people navigate training and workforce opportunities.





➤ **Mentorship training and resources –**

- Now host six K-12 youth robotics teams, serving over 50 children,
- Additionally, we provided space for another 6 teams from around the area to meet and practice at AMRoC and made mentoring opportunities available to them, as well.

➤ **Apprenticeships and internships-**

- We served as a **USF Learning Academy Applied Learning Center**, providing workforce skills experience to a student intern from the Academy
- host a **FIRST AmeriCorps VISTA** to help expand outreach to area children.


**Academic and  
Workforce  
Pipeline  
Progress to  
Date – Cont'd**

# Marketing Progress to Date



- We hired a marketing coordinator & improved our visual presence inside and on an advertising monitor that highlights activities and events in the storefront window, to passersby. Large photos inside show youth involved in STEM activities and making things, as does our outreach media. Change over time on program participation:
  - Until COVID-19 struck, participation in our programs was tracking 50%-100% higher than in 2019 and is regaining traction now.
  - Hosted 3 ASE automotive training sessions, with one student is aiming to open his own auto repair shop now.
  - All of our youth robotics teams are at capacity.
  - Our February 2020 Uptown Chamber of Commerce Ribbon Cutting drew nearly 100 participants.
  - A May online creative project drew 15 participants (and we won the Mega Group Project Award!)
  - Our Equity in Entrepreneurship program has a waitlist.

# Marketing Progress to Date – Cont'd

 **Navin Vazrala**  
General Member of the Public 09/01/2020  
★★★★★  
I was a team co-captain for the SOFIC robot challenge that just recently occurred and the competition was run extremely well and the AMROC build space was gorgeous and when our team had to present our robot it was one of the happiest days of my life.



Foundation for Community Driven Innovation, Inc. (FCDI)  
**2019 TOP-RATED NONPROFIT**  
★★★★★ 47 Reviews  
Reviews from GREATNONPROFITS

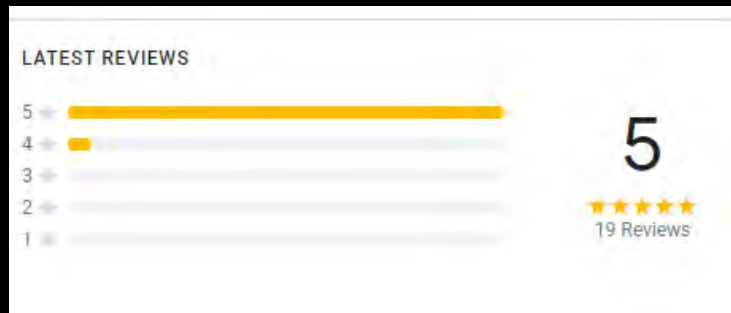
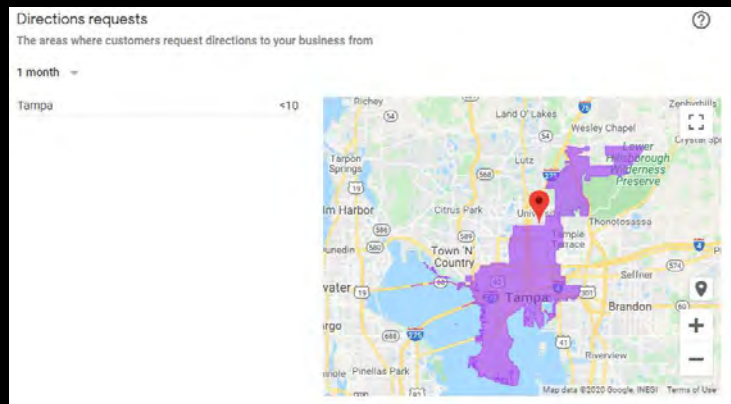
**Most Recent Reviews**

**Indydavidson** ★★★★★  
As a faculty member in the Judy Genshaft Honors College at the University of South Florida, I was seeking...

**Writer** ★★★★★  
FCDI offers fantastic opportunities for learning and fun.

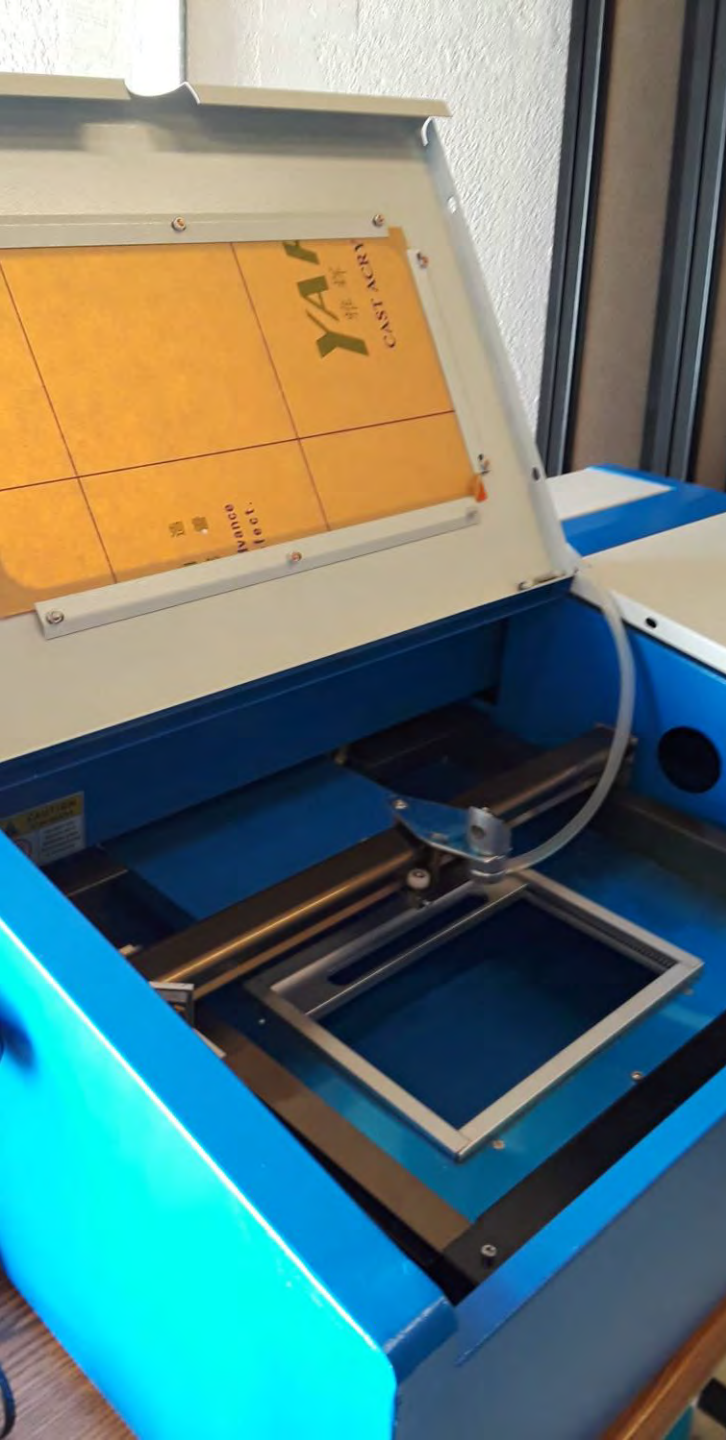
**Danielle De Gregory S.** ★★★★★  
The Equity in Entrepreneurship program run by AMRoC and Grow to Greatness ventures has given me confidence...

[Read More Reviews](#)



- More engagement by partners and funders:
  - In support of COVID-19 , the United Way and other grantors and donors provided over \$20,000 in funding for COVID relief effort at AMRoC Fab Lab.
  - Truist awarded us \$30,000 for our Equity in Entrepreneurship program
- Social media and other online analytics metrics have improved by more than 30%.
- Positive public interaction is evidenced in our Great Nonprofits reviews for 2020, Google and Facebook reviews, and letters of support for grants and projects.
- Our eNewsletter subscription has more than tripled since January and continues to climb.





# Sustainability Progress

- **3D printing** – We achieved about 2 projects a week through the end of 2019 and into early 2020.
- **Automotive Certification class** –HVAC test course, that produced 5 certified students. four ASE-G1 certified
- **Custom Manufacturing** jobs did in fact move slowly in 2019, but we have had some requests in 2020 for special projects.
- **Membership** has been slow to gain traction, and given current COVID-19 constraints, not likely to improve until 2021. However, we are using this time to improve the workshop and other resources.
- **Facility rental** has proven more successful than expected, with rentals from SOFWERX and individuals looking for short term meeting space and project space.
- **Project Management** has become an unexpected revenue source, generating more than \$20,000 in earned income between March and September.



# Principle Goals & Objectives - Current Status

*We outlined five principle goals through the end of 2020. Each is presented below with their current status.*

1. Initialize Robotics Team Development Program for K-12 –
  - **Current Status: Achieved!** The program has actually been expanded to include VEX programming, thanks to two VEX grants, and over 50 students are currently enrolled in our youth robotics programs, provided at no cost to University area youth.





## Status of Principle Goals & Objectives - Cont'd

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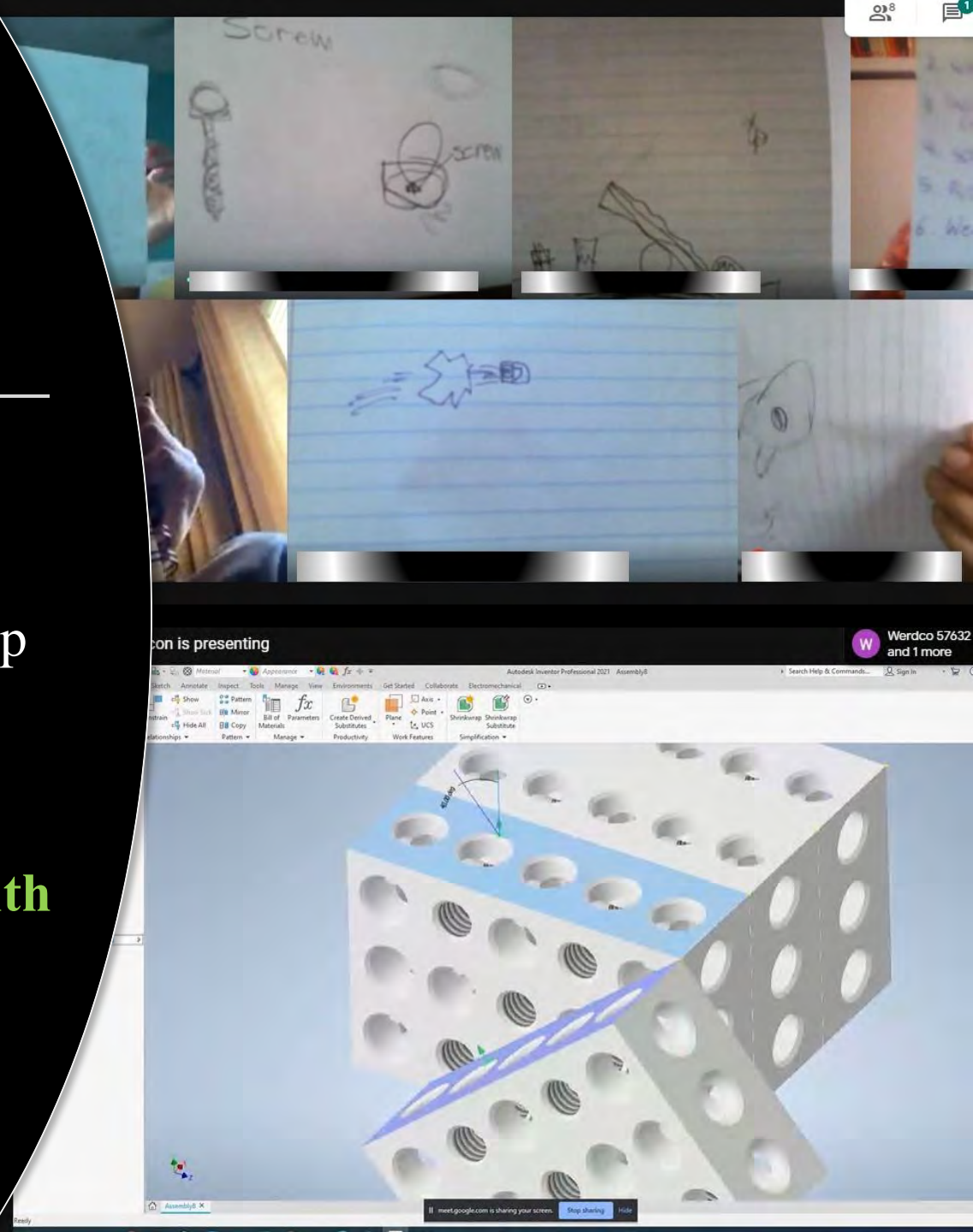
2. **Start Automotive Repair Certifications Training** - *Desired Outcomes*: Train and certify up to 30 people, ages 16+ for higher paying automotive work
  - **Current Status: Program slowed due to COVID-19, however, 12 students have gone through the program, with 9 certifications achieved** and one participant now in Equity in Entrepreneurship program to start his own business. Next sessions planned for fall 2020.



# Status of Principle Goals & Objectives - Cont'd

3. **Conduct Computer Aided Design Training & Certifications** -*Desired Outcomes*: Train and certify up to 30 people, ages 13+ for improved academic and workforce opportunities.

➤ **Current Status: 20+ youth trained, and certification ready.**



# Status of Principle Goals & Objectives - Cont'd



4. Conduct Beginning Electronics Courses for elementary & middle school  
- Desired Outcomes:  
Introduce up to 40 youth to basic electronics through project-based learning initiatives

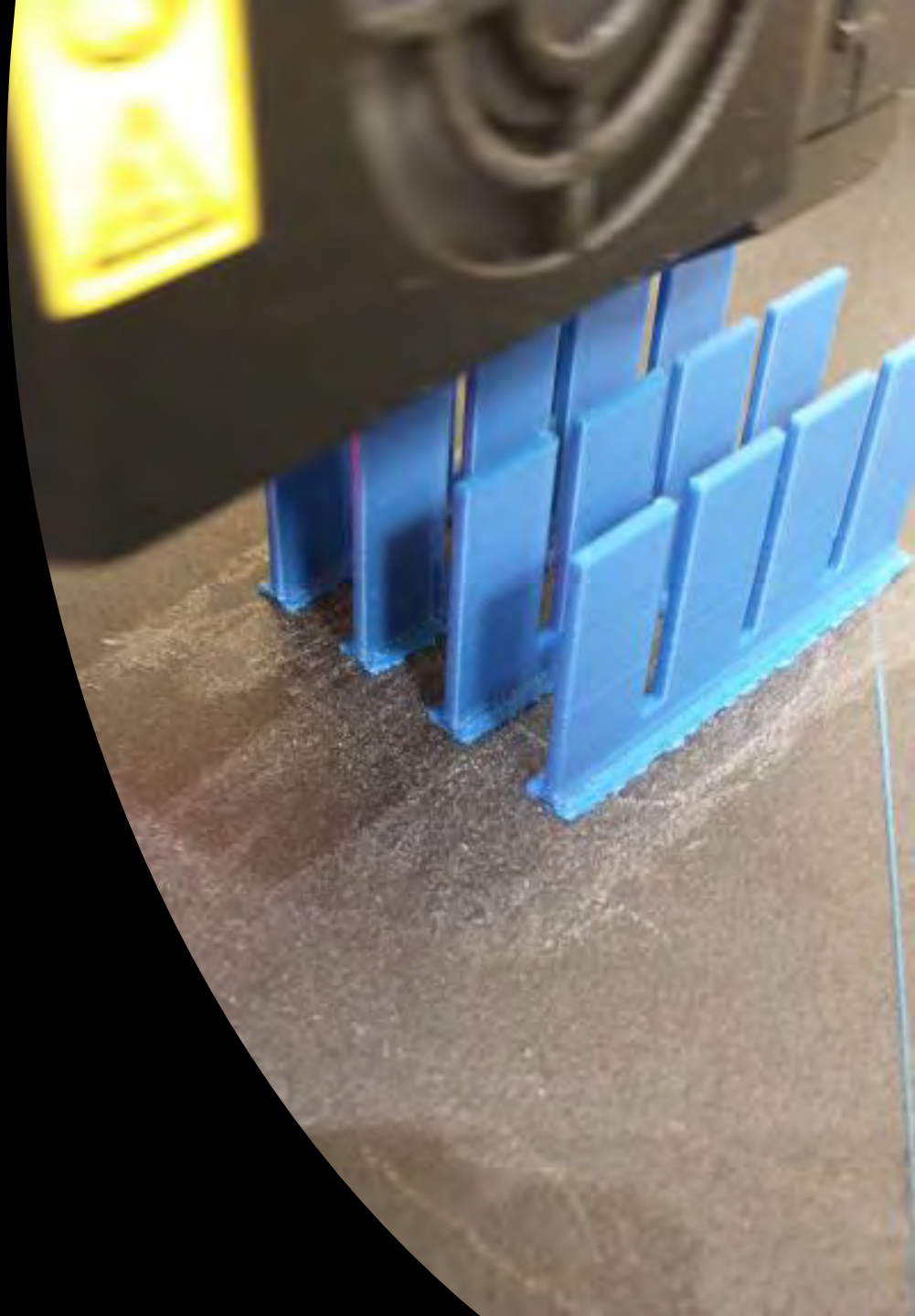
- **Current Status: About 30 youth participated in introductory electronics programming** through online and project-based initiatives at AMRoC Fab Lab.

# Status of Principle Goals & Objectives - Cont'd

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Initiate 3D Printing Services program -  
*Desired Outcomes:* Enhance revenue stream opportunities through 3D printing design and production services

- **Current Status: Our 3D printing service is active, and people have been able to submit files for printing, online and on site,** generating a modest amount of income for AMRoC Fab Lab. 2 new heavy-duty printers were recently acquired, and services will be ramping up again later this year.





# Year-to-Date Grant Results Summary

Programming offered at no cost to University area residents to date includes:

- Youth robotics covering 3D printing, CAD, engineering best practices, math and science
- Automotive repair training and certification.
- Interview skills in partnership with TechHire
- First Friday science and tech education series
- Manufacturing Day tours for middle school students
- Applied Learning Center training for USF CARD
- Equity in Entrepreneurship earn-as-you-learn program in partnership with Grow to Greatness Ventures, SBDC and other community partners
- Community partnerships highlighting cultural heritage, invention and innovation with CANDO, Prodigy Arts and others
- Engineering and Programming Camps in partnership with STEM Vision – a student-led STEM education program – K-12 – June-July
- Robotics Camps for K-12 – three to four different age appropriate camps, combination of online and onsite – June-August
- FIRST Robotics Professional Development for Educators – with FIRST AmericorpsVISTA support
- ***All serving over 300 area residents ages 6+ between September 2019 to September 2020***

# YTD Grant Summary Continued

- Earned revenue totaling over \$20,000 generated from space rental, 3D printing services and program management services.
- Pivoted to help provide 30,000+ protective face shields to area hospitals and health care workers, using a distributed community factory model which helped train youth and families in the use of 3D printing as a practical tool





# Applications of Lessons Learned

To better communicate available resources and programs to area residents, FCDI has further diversified and grown our board of directors and is investing in more personal and community-based outreach and communications. Program outreach now includes, in addition to online social media and website content:

- A media and marketing coordinator on staff
- More targeted use of our weekly eNewsletter
- NextDoor advertising and announcements
- Posting to local group sites, like the Temple Terrace Bulletin Board
- Working more closely with the Uptown Chamber of Commerce to promote programs



## FCDI Welcomes New Board Member Vanessa Ferguson

Please join us in welcoming Vanessa Ferguson to the Foundation for Driven Innovation



## FCDI Welcomes New Board Member Pam Oakes

We're happy to welcome Pam Oakes to the FCDI Board of Directors. Pam is an Automotive Standards Expert with 30 years in the industry, and a 4th

# Applications of Lessons Learned

Program outreach also includes:

- Hardcopy promotional materials available outside of AMRoC for easy access and sharing
- Working closely with community partners like CANDO, Winners Resource Center, eSmart Recycling and others to raise awareness of educational and workforce skills development opportunities.
- Formed the Uptown Tampa Community Collaborative



the Uptown Community Collaborative at AMRoC Fab L

# Grant Expenditures to Date

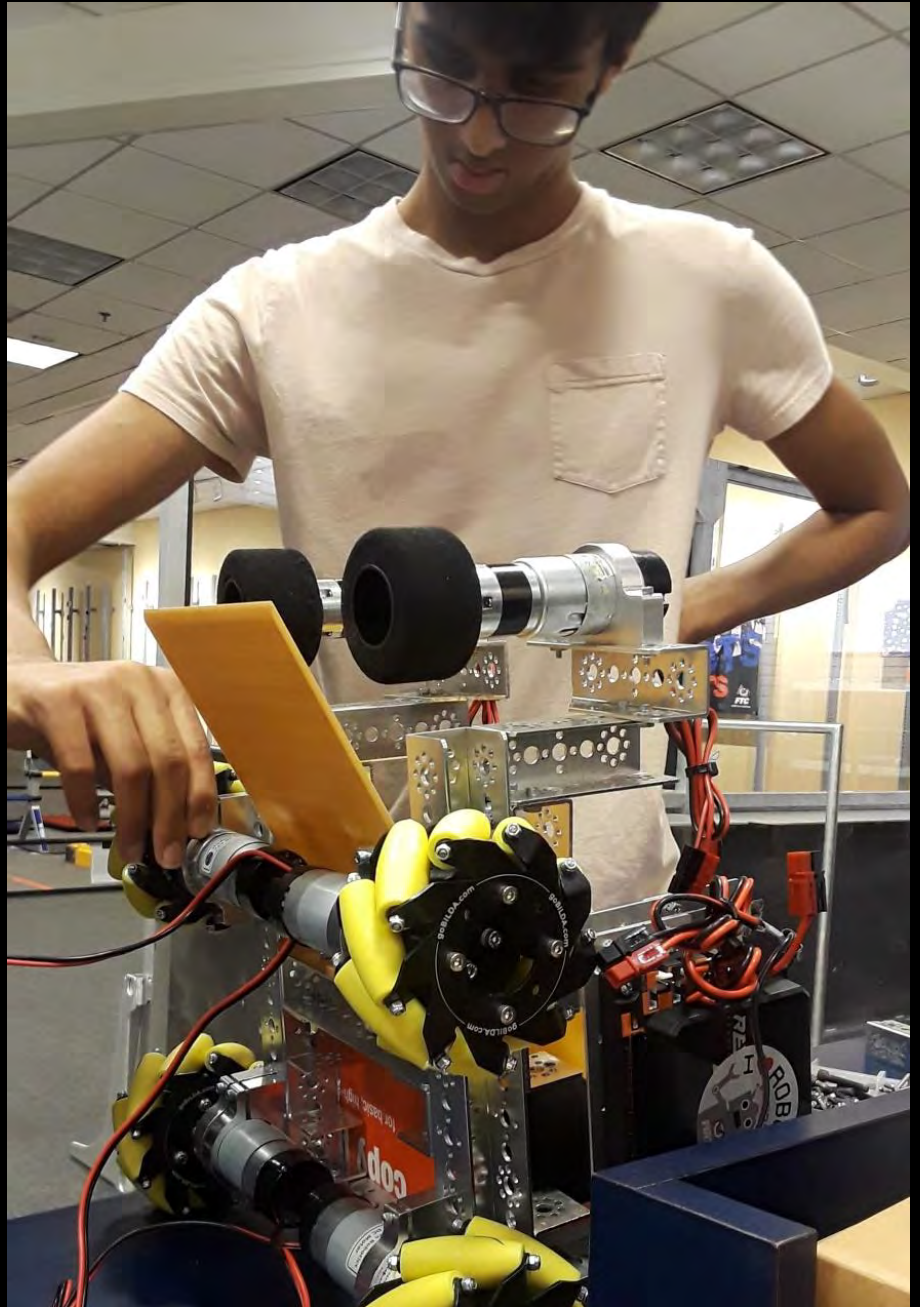
- With gratitude to the Hillsborough County Children's Board, \$13, 203.15 of grant funds from the Social Enterprise Competition have been spent so far. A full accounting of expenditures to date is available for review.
- With fall youth programming ramping up, including a middle school drone education course, a young inventors program and youth entrepreneurship experience, remaining funds should be spent by year's end.

	Amount	Percent spent on Program, Fundraising, or Admin
+ Type Total	\$0.00	
+ Program Total	-\$11,657.86	88.30%
+ Income Total	\$25,000.00	
+ Fundraising Total	-\$685.29	5.19%
+ Admin Total	-\$860.00	6.51%
+ Total	\$0.00	
<b>Grand Total</b>	<b>\$11,796.85</b>	
	<b>Total Spent:</b>	<b>-\$13,203.15</b>

FCDI Childrens Board Funds Tracking \$11,796.85 left

Date	Donor or Beneficiary/Vendor	What	Type	Amount	Balance	Check Number	Posted in QB?	QB Account
6/5/2020	Global Village	Page In Innovate Tampa Bay book	Fundraiser	-\$350.00	\$16,196.49	FCDI CC	Yes	8102 Advertising & Promotor
6/4/2020	T. Willingham	Program Dir services	Program	-\$600.00	\$15,596.49	900162	Yes	7560 Contract - Services
6/17/2020	T. Willingham	Program Dir services	Program	-\$600.00	\$14,996.49	900166	Yes	7560 Contract - Services
6/20/2020	T. Willingham	Team member awards	Program	-\$40.00	\$14,956.49	900174	Yes	7000 Distribution - Awards &
6/13/2020	Amazon	Hand sanitizer station	Program	-\$28.49	\$14,928.00	FCDI CC	Yes	8110 Operations - Supplies, r
6/22/2020	Adafruit	IR Beam break sensor	Program	-\$22.20	\$14,875.80	FCDI CC	Yes	8110 Operations - Supplies, r
6/22/2020	Amazon	Field Management System parts	Program	-\$204.78	\$14,671.02	FCDI CC	Yes	8110 Operations - Supplies, r
6/22/2020	Amazon	Power supplies for FMS	Program	-\$95.70	\$14,575.32	FCDI CC	Yes	8110 Operations - Supplies, r
6/22/2020	Amazon	Micro electronic parts for FMS	Program	-\$13.54	\$14,561.78	FCDI CC	Yes	8110 Operations - Supplies, r
6/22/2020	Digikey	Micro electronic parts for FMS	Program	-\$9.73	\$14,552.05	FCDI CC	Yes	8110 Operations - Supplies, r
6/22/2020	Unitech	Electronic components for FMS	Program	-\$305.20	\$14,246.85	FCDI CC	Yes	8110 Operations - Supplies, r
7/6/2020	Eric Schnabel	Microcontroller for Field Management S	Program	-\$50.00	\$14,196.85	PayPal Direct	Yes	8110 Operations - Supplies, r
7/15/2020	T. Willingham	Program Dir services	Program	-\$600.00	\$13,596.85	900173	Yes	7560 Contract - Services
7/27/2020	Larsha Johnson	Paper Circuits class instruction	Program	-\$240.00	\$13,356.85	PayPal Direct	Yes	7540 Contract - Professional
8/4/2020	Tatvanna Cobb	Media administration	Admin	-\$160.00	\$13,196.85	1267	Yes	7560 Contract - Services











**AutoTraining.Com**  
Customized auto & fleet training 239-322-6920

An interactive study, guide for the ASE G1 test

Copyright ©2016, 2017

Pam Oakes

Minecraft Hour of Code 14 finished!

Instructions: Congratulations! You've completed all our puzzles! Now mine, build, and create something unique by using everything you've learned so far.

Blocks:

- turn right 90°
- destroy block
- shear
- place oak plank
- place torch
- plant crop
- place bedrock
- repeat 10 times
- if water

Workspace:

```

repeat 10 times
do
  move forward
repeat 10 times
do
  move forward
repeat 10 times
do
  move forward
repeat 10 times
do
  move forward
repeat 10 times
do
  move forward
repeat 10 times
do
  move forward
repeat 10 times
do
  move forward
do
  empty
  place torch
  
```

Finish

meet.google.com is sharing your screen

Task Manager Summer camp 2 1:47 PM 7/26/2020



YouTube Search

Powered by StreamYard

2020-2021 Season

- August - February
- Kickoff, Training, Practices, Tournaments
- Normal, Virtual, Hybrid

BE A GAME CHANGER FIRST

Desh Bagley - PDP West Florida

Day 2 STEM Education Professional Development

Unlisted

12 watching now • Started streaming 2 hours ago

SHARE SAVE





**Sheena Lofton-Huggins**

Day 4 STEM Education Professional Development

Unlisted

7 watching now • Started streaming 18 minutes ago

0 0 SHARE SAVE







Virtual Orientation



Stay in touch  
(813)-922-8495  
[www.bits4bots.com](http://www.bits4bots.com)

for Inst

**With gratitude from the Foundation for Community Driven Innovation to the Children's Board of Hillsborough County!**

Services ▾ Events & Calendar ▾ Programs &  
SPONSORS, CONTRIBUT



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## Children's Board

HILLSBOROUGH COUNTY

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The Children's Board of Hillsborough County proudly serves children and families. The strategic focus of the Children's Board is to work with organizations who share a common vision of offering support to children so they can lead a healthy, safe, and productive life, which makes a difference for all residents of Hillsborough.





# CANBOULAY

GALLERY & WORK CAFE

**FINAL REVIEW**

09/24/20

Prepared by Davida A. Franklin for the  
Caribbean American National Development  
Organization, Inc.

# AT A GLANCE



09/2019

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY  
AWARDS \$15,000 GRANT



01/2020

PROPERTY  
LOCATED



03/2020

BUILD-OUT BEGINS



06/2020

COVID DELAY



09/2020

SOFT OPENING  
W/COVID PROTECTIONS



TBD

GRAND OPENING



# MORE ABOUT THE PROJECT

## Concept

Caribbean themed create & sip

## The Location

Old Seminole Heights

Middle-to-high income district

Has eclectic shops, restaurants, lounges

## COVID-19 Impact

Capacity restrictions

Limited income opportunity

Ineligible for COVID grant assistance

## Adjusted Business Model

Less emphasis on paint & sip

More emphasis on space rentals, co-working







  
**CANBOULAY**  
GALLERY & WORK CAFE







# CANBOULAY

GALLERY & WORK CAFE

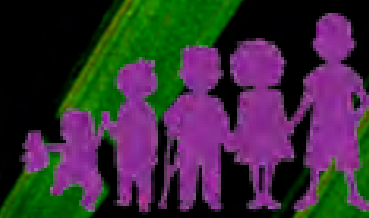




## **B U D G E T**

Rent Feb. - Sept.	8569
Insurance	542
Utilities	490
Supplies	448
Contractors	800
Website	232
Marketing	100
<b>Total YTD Expenses</b>	<b>11181</b>
<b>Balance</b>	<b>3819</b>

**THANK YOU!**



**Children's Board**  
HILLSBOROUGH COUNTY

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



# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## REGULAR BOARD MEETING

### AUGUST 27, 2020 ~ 3:00 PM

### MEETING MINUTES

<b>Subject</b>	<b>Regular Board Meeting</b>		<b>Date</b>	<b>August 27, 2020</b>
<b>Facilitator</b>	Edwin Narain, Chair		<b>Meeting Time</b>	3:00 PM
<b>Location</b>	Conference Call: 1-866-899-4679 Access Code: 579-512-941 1002 East Palm Ave. Tampa, FL 33605		<b>Actual Meeting Time</b>	3:00 PM – 3:44 PM
			<b>Adjourned</b>	3:44 PM
<b>Board Member Attendance</b>	Edwin Narain, Chair Andy Mayts, Vice Chair Robin DeLaVergne, Secretary/Treasurer	Katherine Essrig Frank Prado Sandra Murman	Megan Proulx Dempsey	
<b>Other Attendees</b>	Kelley Parris, Executive Director David Adams, CBHC Board Attorney Nina Eichorn, Recorder	Paula Scott, CBHC Staff Jamie Robe, CBHC Staff Maria Negron, CBHC Staff	Jan Houser, CBHC Staff Trish James, CBHC Staff Tonia Williams, CBHC Staff	

## SUMMARY

No.	Topic	Highlights
I	<b>CALL TO ORDER</b>	E. Narain called the meeting to order at 3:00 PM.
		E. Narain led the Invocation and Pledge of Allegiance.
		N. Eichorn called for Board attendance verification.
	<b>PUBLIC COMMENT</b>	E. Narain called for Public Comment; there was none.
II.	<b>PROVIDER PRESENTATION</b>	<p>A. Carpenter and M. Smithyman provided a presentation on the Tampa Metropolitan YMCA – Community Learning Center at Sulphur Springs. Highlighted details included:</p> <ul style="list-style-type: none"> <li>• The Community Learning Center in Sulphur Springs began in 2009 to meet the needs of children and families. The partnership with the Children’s Board started in 2013;</li> <li>• In Sulphur Springs, forty percent of families with children live below the poverty level;</li> <li>• Focused on approximately 150 children in Kindergarten through 3<sup>rd</sup> grade, and their parents, Funding from the Children’s Board assists in achieving the following: <ul style="list-style-type: none"> <li>○ Children are motivated to increase their learning at school and understand the importance of regular school attendance resulting in increased school performance and on-time grade promotion;</li> <li>○ Children are improving their behavior which promotes school readiness, grade promotion, and strengthens relationships with peers and adults;</li> <li>○ Parents and caregivers are becoming more involved in their child’s development, education and deepening their connection with the school and other family units.</li> </ul> </li> </ul>

## SUMMARY

No.	Topic	Highlights
III.	<b>ACTION ITEMS</b>	
	<b>1. 6-25-2020 Regular Board Meeting Minutes</b>  <b>Motion (1)</b>	E. Narain requested approval of the June 25, 2020 Regular Board Meeting minutes.  <i><b>Motion by Sandra Murman to approve the June 25, 2020 Regular Board Meeting minutes; second by Andy Mayts. Motion carried (7-0).</b></i>
	<b>2. 8-18-2020 Special Board Meeting Minutes</b>  <b>Motion (2)</b>	E. Narain requested approval of the August 18, 2020 Special Board Meeting minutes.  <i><b>Motion by Sandra Murman to approve the August 18, 2020 Special Board Meeting minutes; second by Katherine Essrig. Motion carried (7-0).</b></i>
	<b>3. Final FY 2020-2021 Millage Rate</b>  <b>Motion (3)</b>	T. Williams requested approval of the Final 2020 – 2021 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 2019 - 2020 millage rate.</li> <li>• It is estimated that the tax base will increase in FY 2020 – 2021 by 9.56%, for an additional \$4.1 million in current tax revenue.               <ul style="list-style-type: none"> <li>○ The estimated increase in the tax base from the State of Florida for the next four years are as follows:                   <ul style="list-style-type: none"> <li>▪ FY 2021-2022 – increase by 2.2%</li> <li>▪ FY 2022-2023 – increase by 3.9%</li> <li>▪ FY 2023-2024 – increase by 5.2%</li> <li>▪ FY 2024-2025 – increase by 5.6%</li> </ul> </li> </ul> </li> <li>• The estimated rolled-back rate is .4320.</li> <li>• .5000 millage rate is the maximum allowable millage rate under the Children’s Board statute.</li> </ul> <i><b>Motion by Sandra Murman to approve the Final FY 2020-2021 Millage Rate; second by Robin DeLaVergne. Motion carried (6-0) with one Abstention by Katherine Essrig.</b></i>
	<b>4. Final FY 2020-2021 Budget</b>  <b>Motion (4)</b>	T. Williams requested approval of the Final FY 2020-2021 Budget.  <i><b>Motion by Robin DeLaVergne to approve the Final FY 2020-2021 Budget; second by Sandra Murman. Motion carried (7-0).</b></i>
	<b>5. Contract with TodayCare Center dba St. Joseph’s Child Care Center</b>  <b>Motion (5)</b>	T. Williams requested approval of a contract with TodayCare Children’s Center dba St. Joseph’s Child Care Center for essential workers for up to \$150,000 for the period of May 13, 2020 to September 30, 2020.  <i><b>Motion by Sandra Murman to approve a contract with TodayCare Children’s Center dba St. Joseph’s Child Care Center for up to \$150,000 for the period of May 13, 2020 to September 30, 2020; second by Andy Mayts. Motion carried (7-0).</b></i>
	<b>6. FY 2020-2021 Regular Board and Executive/Finance Meeting Schedules</b>	K. Parris requested approval of the FY 2020-2021 Regular Board and Executive/Finance Meeting schedules. The schedules will be published in The Times as follows:  <u><b>Regular Board Meetings</b></u> (3:00 PM, 4 <sup>th</sup> Thursday of month unless noted)

## SUMMARY

No.	Topic	Highlights
		<p>October 22, 2020  November 19, 2020 (3<sup>rd</sup> Thursday due to Thanksgiving)  No December 2020 Meeting  January 28, 2021  February 25, 2021  March 25, 2021  April 22, 2021  May 27, 2021  June 24, 2021  No July 2021 Meeting  August 26, 2021  September 23, 2021</p> <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 8, 2020  November 5, 2020 (1<sup>st</sup> Thursday due to Thanksgiving)  No December 2020 Meeting  January 14, 2021  February 11, 2021  March 11, 2021  April 8, 2021  May 13, 2021  June 10, 2021  No July 2021 Meeting  August 26, 2021 (Budget Workshop 1:00 p.m.)  September 9, 2021</p> <p style="text-align: right;"><b>Motion (6)</b></p>
IV.	<b>REPORTS</b>	
	<b>1. Executive Director Reports</b>	<p>K. Parris reported attending (53) fifty three significant meetings or events between June 26, 2020-July 30, 2020.</p> <p>K. Parris provided an updated report regarding CBHC’s collaboration with the early learning centers throughout Hillsborough County and COVID-19.</p>
	<b>2. Programs Reports</b>	M. Negron provided brief updates on funding releases and the Part (I) Results and Recommendations for FY 2020.
	<b>3. Finance Reports</b>	T. Williams reviewed the June 2020 Financial Statements.
V.	<b>OLD/NEW BUSINESS</b>	None.
VI.	<b>ADJOURNMENT</b>	The meeting adjourned at 3:44 PM



## MOTIONS

1.	<i>Motion by Sandra Murman to approve the June 25, 2020 Regular Board Meeting minutes; second by Andy Mayts. Motion carried (7-0).</i>
2.	<i>Motion by Sandra Murman to approve the August 18, 2020 Special Board Meeting minutes; second by Katherine Essrig. Motion carried (7-0).</i>
3.	<i>Motion by Sandra Murman to approve the Final FY 2020-2021 Millage Rate; second by Robin DeLaVergne. Motion carried (6-0) with one Abstention by Katherine Essrig.</i>
4.	<i>Motion by Robin DeLaVergne to approve the Final FY 2020-2021 Budget; second by Sandra Murman. Motion carried (7-0).</i>
5.	<i>Motion by Sandra Murman to approve a contract with TodayCare Children's Center dba St. Joseph's Child Care Center for up to \$150,000 for the period of May 13, 2020 to September 30, 2020; second by Andy Mayts. Motion carried (7-0).</i>
6.	<i>Motion by Sandra Murman to approve the FY 2020-2021 Regular Board and Executive/Finance Meeting schedules; second by Andy Mayts. Motion carried (7-0).</i>

READ AND APPROVED BY:

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EDWIN NARAIN  
BOARD CHAIR

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY PRELIMINARY PUBLIC HEARING (TRIM) SEPTEMBER 9, 2020 AT 5:01 P.M.

<b>Subject</b>	<b>Preliminary Public Hearing (TRIM)</b>	<b>Date</b>	<b>September 9, 2020</b>
<b>Facilitator</b>	Edwin Narain, Chair	<b>Meeting Time</b>	5:01 PM to 5:10 PM
<b>Location</b>	Children's Board of Hillsborough County 1002 East Palm Avenue Tampa, Florida 33605 Conference Call: 1-866-899-4679 Access Code: 579-512-941	<b>Adjourned</b>	The meeting adjourned at 5:10 PM
<b>Board Member Attendees</b>	Edwin Narain, Chair Andy Mayts, Vice Chair Robin DeLaVergne, Secretary/Treasurer	Sandra Murman Frank Prado Megan Proulx Dempsey	Katherine Essrig
<b>Other Attendees</b>	Kelley Parris, Executive Director David Adams., Board Attorney Nina Eichorn, Recorder	Trish James Paula Scott Jan Houser	Tonia Williams Jamie Robe

## SUMMARY

No.	Topic	Highlights
<b>I.</b>	<b>CALL TO ORDER</b>  <b>Quorum Verification</b>  <b>Pledge of Allegiance</b>	Edwin Narain, Chair, called the meeting to order at 5:01 PM.  A quorum was established with seven Board members present.  The Pledge of Allegiance was led by Edwin Narain, Chair.
<b>II.</b>	<b>BOARD DISCUSSION</b>	Mr. Narain stated an operating millage rate of .4589 has been recommended, which is greater than the rolled-back rate of .4320 mills by 6.23%. 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 2020 – 2021, the recommended budget includes \$9,165,000 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.

**SUMMARY**

No.	Topic	Highlights
III.	<b>PRESENTATION OF RESOLUTIONS</b>	<p>E. Narain requested D. Adams to verbally review the resolutions.</p> <p>D. Adams stated for the record:</p> <p>Two resolutions are to be considered; one to adopt the millage rate and the other to adopt the budget, both by separate votes.</p> <p>D. Adams read Resolution Number 20/21-01; Resolution Adopting Tentative Millage Rate.</p> <p>D. Adams read Resolution Number 20/21-02; Resolution Adopting Tentative Budget.</p>
IV.	<b>PUBLIC COMMENT</b>	<p>E. Narain opened the floor for Public Comment.</p> <p>No one offered Public Comment.</p>
V.	<b>BOARD VOTE</b>	<p>D. Adams advised that the Motion (A) on the Agenda is in order.</p> <p><b>Motion A (Millage Rate)</b></p> <p><b>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 .4320 MILLS BY 6.23% AND ADOPT THE ATTACHED MILLAGE RATE RESOLUTION NUMBER 20/21-01.</b></p> <p>D. Adams advised that the Motion (B) on the Agenda is in order.</p> <p><b>Motion B (Budget)</b></p> <p><b>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 \$53,243,404 AND ADOPT THE ATTACHED BUDGET RESOLUTION NUMBER 20/21-02.</b></p>
	<b>Motion A</b>	<i><b>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 .4320 mills by 6.23% and adopt the attached millage rate resolution number 20/21-01; second by Andy Mayts. No discussion; motion carried (6-0) with an Abstention by Katherine Essrig.</b></i>
	<b>Motion B</b>	<i><b>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 budget of \$53,243,404 and adopt the attached budget resolution number 20/21-02; second by Robin DeLaVergne. No discussion; motion carried by unanimous vote (7-0).</b></i>
VI.	<b>ADJOURNMENT</b>	<b>No further business to discuss, the meeting adjourned at 5:10 PM.</b>



## 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 .4320 mills by 6.23% and adopt the attached millage rate resolution number 20/21-01; second by Andy Mayts. No discussion; motion carried (6-0) with an Abstention by Katherine Essrig.</i>
B.	<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 budget of \$53,243,404 and adopt the attached budget resolution number 20/21-02; second by Robin DeLaVergne. No discussion; motion carried by unanimous vote (7-0).</i>

READ AND APPROVED BY:

\_\_\_\_\_  
Edwin Narain, Chair

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**Approval of Contract with Eckerd Connects**

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

**Action:** Approval of Contract with Eckerd Connects

**Date:** Regular Board Meeting, Thursday, September 24, 2020

**Recommended Action**

- To Approve a contract in the amount of \$887,500 for the period of October 1, 2020 to June 30, 2021 with Eckerd Connects for the administration of Eckerd Funding through the Administrative Services Organization (ASO).

**Detail**

- The Children's Board ASO began managing flexible funding for Eckerd Connects July 1, 2018.
- Flexible funds contributed to the ASO are allocated to Eckerd's contracted case management organizations to support case plan goals for families served in the child welfare system.
- 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.
- Eckerd Connects is renewing the contract for the first nine (9) months of the Children's Board fiscal year. A request for a three (3) month contract will come to the Board in June 2021.
- The contract includes:
  - \$112,500 for the administration of the dollars, which funds two FTE's.
  - \$775,000 in flexible spending dollars.

**Attachment**

A. Contract



**SERVICE AGREEMENT# ECA-C13-SA-HCCB-FY21**

**THIS AGREEMENT** is made and entered into by and between **Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects** a Florida not-for-profit corporation organization (hereinafter referred to as “Eckerd Connects”), and **The Children’s Board of Hillsborough County** (“CBHC”) relating to the administration of payment for services provided to children and families under the jurisdiction of the 13<sup>th</sup> Judicial Circuit in Hillsborough County.

**WITNESSETH:**

- A. Eckerd Connects provides foster care and related services within Hillsborough County, Florida, pursuant to its contract with the Florida Department of Children and Families (“Department”), entered into pursuant to Section 409.986 and 409.988, Fla. Stat. which requires the Department to outsource the provision of foster care and related service to community-based agencies.
- B. Eckerd Connects is the lead community-based care provider (“lead agency”) as defined in Section 409.986 and 409.988, Fla. Stat. for the 13<sup>th</sup> Judicial Circuit in Hillsborough County, Florida pursuant to its Master Agreement with the Department, as further described herein. As such, Eckerd Connects’ role is to deliver foster care and related services pursuant to s. 409, Fla. Stat., and prevention services pursuant to ss. 39.001, 409, Fla. Stat.
- C. CBHC has agreed to be a vendor of Eckerd Connects as it relates to the reimbursement of flexible funds to providers and sub-recipients based on the requests made by Eckerd Connects sub-recipients in Hillsborough County, Florida.

**AGREEMENT:**

In consideration of the exchange of mutual covenants and promises set forth below, the parties do hereby mutually agree, stipulate and covenant as follows:

1. The above recitals are true and correct and are incorporated by reference in this Agreement.

**2. Provision of Services**

a. CBHC shall:

- 1) Provide administrative services as a vendor associated with the reimbursement for services using Eckerd Connects flexible funds.
- 2) Provide training to Eckerd Connects and their subcontracted Case Management Organizations in the use of the Administrative Services Organization (ASO) web application.
- 3) Complete the credentialing and coordinate the Quality Assurance Monitoring of providers within the ASO system.
- 4) Provide Eckerd Connects access to reporting within the ASO system.

b. Eckerd Connects shall:

- 1) Follow CSFA Numbers: 60.074 and 60.075 (Catalog of State Financial Assistance) regulations in administering these funds.



- 2) Ensure all Eckerd Connects designated staff participate in the ASO training.
- 3) Require Eckerd Case Management Organizations to enroll participants and submit their individual budgets to CBHC and request payments using the ASO's web application.
- 4) Work within CBHC ASO guidelines for credentialing service providers.
- 5) Follow CBHC ASO policies and procedures for the use of ASO funds which may be amended by the CBHC.
- 6) Participate in the Quality Assurance Monitoring for providers within the ASO system who are funded through this Agreement.
- 7) Special Conditions:
  - a) Eckerd Connects shall work with CBHC, other agencies, families, funders, and community stakeholders to promote, implement and practice the following System of Care Values and Coordination of Services:
    - i. families and youth, as the consumers of services, are involved in the planning, design and implementation of these services
    - ii. families are involved in advocating for their children
    - iii. services are tailored to the individual strengths, values, needs and preferences of each child and family
    - iv. formal services and informal community and family resources are considered when developing the individualized family support plan
    - v. services are available to families when they need them and in their own community
    - vi. services are based on current research and best practice
    - vii. effectiveness of services is assessed by evaluating child and family outcomes and by implementation of a process to determine family satisfaction and resolve issues or concerns
    - viii. coordination of services is enhanced across agencies and systems to ensure that services are complimentary and not contradictory, resources are maximized, duplication is reduced, continuity is promoted, service gaps are filled, and service delivery is improved
- 8) Ensure the subcontracted Case Management Organizations do their due diligence and monitoring the type of services requested.
- 9) Ensure the subcontracted Case Management Organizations review and approve requests for payment prior to CBHC processing payments to providers.

### 3. Method of Payment

- a. In consideration of the covenants contained herein, Eckerd Connects shall provide CBHC a total of not more than **\$112,500.00** for the specified period of October 1, 2020 through June 30, 2021 for the administration of the flexible funds. This amount represents the maximum amount to be paid by Eckerd Connects, subject to the availability of funds.
- b. In consideration of the covenants contained herein, Eckerd Connects shall provide CBHC a total of not more than **\$775,000.00** in flexible spending funds for the specified period of October 1, 2020 through June 30, 2021 to reimburse providers and sub-recipients for services received by Eckerd Connects clients. Eckerd Connects shall provide the flexible spending fund to CBHC prior to the beginning of each quarter.

The reimbursement amounts shall be reimbursed at actual costs incurred and shall be accompanied by supporting documentation.

#### 4. Invoicing

- a. **Submission of Invoices:** CBHC shall submit all invoices to Eckerd Connects by the 15<sup>th</sup> day of the month following services. Invoices shall be reviewed by Eckerd Connects within ten (10) business days of receipt and Eckerd Connects shall pay CBHC within fifteen (15) days of receipt of a complete and correct invoice. Eckerd Connects shall promptly notify CBHC if CBHC does not submit complete and correct supporting documentation with its invoice, and CBHC shall promptly provide the required documentation. CBHC may withhold services if its invoices are not paid on a timely basis.

#### 5. Term

The term of this Agreement begins on July 1, 2020 (the "Effective Date") and continues until September 30, 2020 (the "Expiration Date"). Eckerd Connects or CBHC, either in its sole discretion, may terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice. Eckerd Connects shall pay for all services up to the date of termination and CBHC shall continue to provide services through the date of termination. Upon termination all obligations of the parties hereto shall cease, except for any confidentiality and property rights requirements following, which shall survive any termination. Any unearned payments shall be returned to Eckerd Connects by CBHC within fifteen (15) business days.

#### 6. Confidentiality

- a. CBHC shall comply with all confidentiality and non-disclosure requirements under applicable laws, rules, or regulations. CBHC shall not use or disclose any information concerning a recipient of services under this Agreement for any purpose not in conformity with state statutes and federal law or regulations. All employees and volunteers having access to client information and/or direct contact with clients served under this Agreement must sign a confidentiality statement. CBHC shall, where applicable, comply with the Health Insurance Portability and Accountability Act ("HIPAA") (42 U.S.C. 1320d), as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164). In accordance with 45 CFR s.164.504(e), the CBHC shall comply with the provisions of **Attachment I** to this Agreement, governing the safeguarding, use and disclosure of Protected Health Information created, received, maintained, or transmitted by the CBHC or its subcontractors incidental to CBHC's performance of this Agreement. The provisions of the foregoing Attachment supersede all other provisions regarding HIPAA compliance.

#### 7. Non-Discrimination in Service Provision

No person shall, on the basis of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity receiving or benefiting from federal financial assistance and administered by the Eckerd Connects System of Care. Foreign language and sign language interpreters will be made available at no charge to the client

#### 8. Monitoring

CBHC will permit persons duly authorized by Eckerd Connects or the Department to inspect and/or copy any records, papers, documents, facilities, goods and services of the CBHC that are relevant to this Agreement, and to interview any clients, employees and subcontractor employees of CBHC to assure Eckerd Connects of the satisfactory performance of and compliance with the terms and conditions of this Agreement. Eckerd Connects will permit persons duly authorized by CBHC to inspect any records, papers, documents, facilities, goods and services of Eckerd Connects Sub-recipients that



are relevant to this Agreement.

#### **9. Maintenance and Ownership of Documents**

CBHC agrees to maintain all information and documents generated or received during the term of this Agreement. CBHC acknowledges that all Confidential Information and other documentation generated or supplied, either directly or indirectly, pursuant to this Agreement is the property of Eckerd Connects and CBHC agrees to return such to Eckerd Connects upon expiration or termination of this Agreement.

#### **10. Relationship of Parties**

The relationship between Eckerd Connects and CBHC hereunder is that of a vendor and independent contractor. Under no circumstances should CBHC be considered an employee of Eckerd Connects. CBHC does not have, nor shall it hold itself out as having, any right, power or authority to create any contract or obligation, either expressed or implied, on behalf of, in the name, or binding upon Eckerd Connects, unless Eckerd Connects consents thereto in writing. CBHC assumes exclusive liability for any payroll or other public taxes imposed upon the employer by any federal or state law.

#### **11. Standard of Performance**

CBHC warrants that in its performance of the work for Eckerd Connects, it will exercise that degree of diligence, skill and care appropriate for the nature of the work that would ordinarily be exercised by duly qualified professionals performing like or similar services.

#### **12. Professional Responsibility**

CBHC shall devote its best efforts to perform this Agreement. Each party shall cooperate fully with the other so that harmonious relations may at all times be maintained between the CBHC and personnel of Eckerd Connects.

#### **13. No Waiver**

Any failure by either party to enforce at any time any terms and conditions of this Agreement shall not be considered a waiver of that party's right thereafter to enforce each and every term and condition of this Agreement.

#### **14. Severability**

The invalidity of any provision or obligation hereunder or the contravention thereby of any law, rule or regulation shall not relieve CBHC or Eckerd Connects from its obligation under, nor deprive CBHC or Eckerd Connects of the advantages of any other provisions of this Agreement.

#### **15. Renewal or Extension**

This Agreement may be renewed or extended, under the same terms hereof, only by the mutual written consent of the parties hereto.



## 16. Modifications

This Agreement may be modified only by written agreement fully executed by all parties and specifically referring to this Agreement.

## 17. Governing Law

This Agreement shall be interpreted and enforced in accordance with the laws of the State of Florida. If any part of this Agreement is determined unenforceable, the unenforceability determination will not affect the enforceability of the remainder of the terms of this Agreement.

## 18. Insurance

CBHC is required to maintain continuous, adequate liability insurance coverage during the term of this Agreement and any renewal(s) or extension(s) of it. By execution of this Agreement, unless it is a state agency or subdivision as defined by subsection 768.28(2), Fla. Stat., CBHC accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for CBHC and the clients to be served under this Agreement. The limits of coverage under each policy maintained by CBHC do not limit CBHC's liability or obligations under this Agreement. Coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. CBHC shall maintain insurance in accordance with s. 409.1671, Fla. Stat. and any subsequent amendments thereto, as well as the requirements set forth below.

- a. **Commercial General Liability.** CBHC and any subcontractors must maintain General Liability insurance, as required by s. 409.1671, Fla. Stat., with minimum limits of \$1 Million per occurrence and \$3 Million aggregate, for bodily injury and property damage.
- b. **Professional Liability.** CBHC must maintain Professional Liability Insurance, in accordance with the requirements of s. 409.1671, Fla. Stat. for General Liability insurance, with minimum limits of \$1 Million per occurrence and \$3 Million aggregate.
- c. **Certificate of Insurance Required.** Upon execution of this Agreement, and subsequently during the term hereof, CBHC shall furnish Eckerd Connects with Certificates of Liability Insurance detailing satisfactory documentation of the aforementioned coverage.
- d. **Required Notice of Changes.** CBHC shall require its insurers to provide Eckerd Connects and the Department with written notice of at least thirty (30) days prior to any cancellation, reduction of policy limits or non-renewal of coverage. CBHC must immediately notify Eckerd Connects in writing of any cancellation, for any reason, of coverage or change to limits described herein. For purposes of this section, "immediately" shall be interpreted to mean as soon as possible, but no later than forty-eight (48) hours following CBHC's receipt of notice from the insurer.
- e. **Consequences for Non-Compliance.** CBHC shall not provide services or be entitled to any payment under this Agreement until satisfactory documentation of compliance with this section has been furnished to the assigned Eckerd Connects Contracts Specialist.

## 19. Indemnification

- a. **Notice to Eckerd Connects.** CBHC must give Eckerd Connects written notice, as soon as reasonably possible, of any accident, incident, or other event, of any nature or character, which involves, or may involve, the services furnished pursuant to this Agreement. In addition, CBHC must send Eckerd Connects as soon as reasonably possible, every demand, notice of claim, summons and/or complaint made against CBHC of any nature, which involves, or may involve, the services furnished pursuant to this Agreement and the Master Agreement.

- b. **Indemnification of Eckerd Connects.** To the fullest extent permitted by law, CBHC shall indemnify and hold harmless Eckerd Connects, the Department and their agents and employees from and against all third party claims, damages, losses and expenses including attorney's fees arising out of or resulting from the services furnished pursuant to this Agreement, provided that any such claim, damage, loss or expense is caused in whole or part by any negligent or wrongful act or omission of CBHC, any subcontractor or anyone directly or indirectly employed by any of them. If CBHC is an agency or subdivision of the State, its obligation to indemnify, defend and hold harmless shall be to the extent permitted by Florida Statute Section 768.28, or other applicable law, and without waiving the limits of sovereign immunity.
  
- c. **Indemnification of CBHC.** To the fullest extent permitted by law, Eckerd Connects shall indemnify and hold harmless CBHC and its agents and employees from and against all third party claims, damages, losses and expenses including attorney's fees arising out of or resulting from services furnished pursuant to this Agreement, provided that any such claim, damage, loss or expense is caused in whole or part by any negligent or wrongful act or omission of Eckerd Connects, any subcontractor or anyone directly or indirectly employed by any of them. Should Eckerd Connects be deemed sovereign, its obligation to indemnify, defend, and hold harmless shall be to the extent permitted by Florida Statute Section 768.28, or other applicable law, and without waiving the limits of sovereign immunity.

**20. Entire Agreement**

This Agreement, including all exhibits, attachments and other documents incorporated by reference, embodies the entire agreement and understanding of the Parties in respect to the transactions contemplated by this Agreement. There are no restrictions, promises, representations, warranties, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement supersedes all prior agreements and understandings between the parties with respect to such transactions.

**IN WITNESS HEREOF**, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

**Children's Board of Hillsborough County**

**Eckerd Youth Alternatives, Inc. d/b/a  
Eckerd Connects**

\_\_\_\_\_  
**Kelley Parris**  
**Executive Director**

*Randy Luecke MS*  
 \_\_\_\_\_  
**Randall W. Luecke**  
**Chief Financial Officer**

\_\_\_\_\_  
**Date**

*9.11.20*  
 \_\_\_\_\_  
**Date**

**Attachments:**  
 Attachment I-HIPAA Business Associates Agreement



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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 Social Services Funds

**Date:** Regular Board Meeting, Thursday, September 24, 2020

**Recommended Action**

- To Approve a contract in the amount of \$300,000 for the period of October 1, 2020 to September 30, 2021 with Hillsborough County BOCC to administer Social Services funds through the Administrative Services Organization.

**Detail**

- The Children's Board ASO began managing Hillsborough County Social Services funding November 16, 2017.
- A new contract was initiated in Fiscal Year 2019, with four renewals.
- 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.
- Flexible funds contributed to the ASO are allocated to more than twenty (20) case management programs to provide housing supports and homeless prevention services.
- 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.
- ASO programs have been able to serve additional participants and expand the reach of their programs, while reducing duplication of services. The Children's Board has been able to reduce expenditures for housing supports and programs have been able to use those Children's Board funds to meet additional service needs for enrolled families.

**Attachment**

A. Contract

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

THIS INTERLOCAL AGREEMENT, hereinafter referred to as "Agreement" dated this 20th day of September, 2018, 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**



This Agreement shall be effective October 1, 2018 ending on September 30, 2019 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.

#### ARTICLE 4

##### Consideration and Limitations of Costs

The total amount of funds available for services performed under this Agreement shall be determined annually by the COUNTY in advance of each Renewal Term and is based on budget allocations at an amount not to exceed \$300,000.00

#### ARTICLE 5

##### Payment and Reporting Requirements

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

Expenditure and payment of funds shall be made by quarterly submission of the Request for Payment Form, attached hereto as Exhibit "C", and the Program Performance Report Form, attached hereto as Exhibit "D", both incorporated herein. The COUNTY shall review and approve ORGANIZATION'S submission, including associated back-up documentation, for conformance with this Agreement prior to payment. The COUNTY shall not reimburse the ORGANIZATION for unallowable expenses.

If the ORGANIZATION fails to perform any obligation hereunder, the 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 the COUNTY, and as a result of programmatic changes and budgetary revisions agreed to by the parties. If the COUNTY determines through its inspection or review that the ORGANIZATION has not performed or is not performing the total agreed upon services, payments to the ORGANIZATION shall be subject to a pro-rata reduction. If the ORGANIZATION fails to provide the services required to be performed under this Agreement, all rights to payment are forfeited.

The COUNTY shall not honor a late request for payment and will not be liable for non-payment of a late request. The ORGANIZATION shall submit its FINAL Request for Payment Form, Program Performance Report Form, along with back-up documentation, by August 31. Upon termination, the ORGANIZATION shall submit its final Request for Payment Form, Program Performance Report Form, along with back-up documentation within 15 days of the date of termination. The COUNTY agrees to be bound by the applicable provisions of the Florida Prompt Payment Act, Florida Statutes Sections 218.70 et seq., in connection with this Agreement.

#### ARTICLE 6

### Maintenance and Review of Records

The ORGANIZATION, and any of its subcontractors providing any services required to be performed by the ORGANIZATION 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 the ORGANIZATION under this Agreement or the Termination of this Agreement, whichever occurs later. Said six-year period is hereinafter referred 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  
Tampa, FL 33602

If, under this Agreement, the ORGANIZATION is providing services and is acting on behalf of the COUNTY as provided under Florida Statutes Section 119.011(2), the ORGANIZATION shall comply with public records laws, and specifically shall comply with the following:

- i) Keep and maintain public records required by the COUNTY to perform the services.
- ii) Upon request from the COUNTY'S custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the ORGANIZATION does not transfer the records to the COUNTY.
- iv) Upon completion of the Agreement, transfer at no cost to the COUNTY, all public records in possession of the ORGANIZATION or keep and maintain public records required by the COUNTY to perform the service. If the ORGANIZATION transfers all public records to the COUNTY upon completion of the Agreement, the ORGANIZATION shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the ORGANIZATION keeps and maintains public records upon completion of the Agreement, the ORGANIZATION shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY'S custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

Failure of the Contractor to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Contract by the COUNTY.

#### ARTICLE 9 Indemnification

The ORGANIZATION, to the extent permitted by section 768.28, Florida Statutes, shall indemnify, hold harmless and defend the COUNTY and the Hillsborough County Board of County Commissioners, and the respective agents and employees of the COUNTY (all of the foregoing, collectively, the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that

may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by the ORGANIZATION, its agents, subcontractors, assigns, heirs and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against to any of the Indemnified Parties by any employee of the ORGANIZATION, 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

The ORGANIZATION assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of ORGANIZATION and the officers, employees, servants and agents thereof while acting within the scope of their employment by ORGANIZATION. 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. ORGANIZATION, 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 ORGANIZATION. 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. ORGANIZATION 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 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.

ARTICLE 13  
Statement of Assurance

During the performance of this Agreement, the ORGANIZATION assures the COUNTY that said ORGANIZATION is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, as amended, and the Hillsborough County, Florida – Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, in that the ORGANIZATION does not on the grounds of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or gender identity or expression, discriminate in any form or manner against said ORGANIZATION'S employees or applicants for employment. Further, the ORGANIZATION assures compliance with the Americans with Disabilities Act of 1990, PL101-336, as applicable. The ORGANIZATION understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, the ORGANIZATION herein assures the COUNTY that said ORGANIZATION will comply with Title VI the Civil Rights Act of 1964 when federal grant(s) is/are involved. Other applicable Federal and State Laws, Executive Orders, and Regulations prohibiting discrimination as hereinabove referenced are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.

The ORGANIZATION shall comply with 45 C.F.R. Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreement to State, Local and Tribal Governments; 2 C.F.R. Part 376, Non Procurement Debarment & Suspension; 2 C.F.R. Part 225, Cost Principles for State, Local and Tribal Governments; Florida Statutes Section 112.0455, Drug Free Workplace Act; and 45 C.F.R. Section 2543.87, Byrd Anti-Lobbying Amendment common rule; Single Audit Act of 1984, P.L. 98-502, as applicable to the Agreement.

ARTICLE 14  
Conflict of Interest

The ORGANIZATION 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 the COUNTY, the ORGANIZATION shall not retain any individual or company with whom the ORGANIZATION 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 the ORGANIZATION or any individual member has a financial or other interest therein.

The ORGANIZATION warrants to the 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 15

##### Compliance with Applicable Laws including HIPAA

The 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 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 21

### 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 now or in the future be applicable.

## ARTICLE 22

### 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 23

### 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 24

### 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 25

### 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 26

### Third Party Beneficiaries/Independent Contractors

This Agreement is for the benefit of the COUNTY and the ORGANIZATION. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. The ORGANIZATION 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 the COUNTY.

The ORGANIZATION shall carry out, or cause to be carried out, all of the services required herein as an independent contractor. The ORGANIZATION will not represent itself as an agent, sub-agent or representative of the COUNTY. All services described herein will be carried out by persons or instrumentalities solely under the ORGANIZATION'S control and supervision.

**ARTICLE 27**  
**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 the COUNTY and the ORGANIZATION expressly for that purpose.

**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  
Project Publicity

Pursuant to BOCC Policy No. 10.04.00.00, the ORGANIZATION 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 32  
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).

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

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: [Signature]  
Deputy Clerk



By: [Signature]  
Chairman, Board of County Commissioners

Date: September 20, 2018

ATTEST: For the ORGANIZATION

ORGANIZATION: Children's Board of Hillsborough County

(Two Witnesses Required)

By: [Signature]

By: [Signature]  
Authorized Representative

Print Name: Nina Eichorn

Date: 8-20-18

By: [Signature]

Print Name: Paula Scott

Approved as to Form and Legal Sufficiency:

By: [Signature]  
Assistant County Attorney

	Approval	Date
Dept.	<u>[Signature]</u>	<u>8/27/18</u>
Procurement	<u>N/A</u>	<u>N/A</u>
Legal	<u>[Signature]</u>	<u>8/24/18</u>

BOCC Document Number: 18-1116



**LIST OF EXHIBITS**

**EXHIBIT "A"**  
SCOPE OF SERVICES

**EXHIBIT "B"**  
METHOD OF PAYMENT

**EXHIBIT "C"**  
REQUEST FOR PAYMENT FORM

**EXHIBIT "D"**  
PROGRAM PERFORMANCE REPORT

**EXHIBIT "E"**  
HILLSBOROUGH COUNTY EQUAL OPPORTUNITY REQUIREMENTS

## 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,



are provided to families served by ASO partner agencies.

5. The ORGANIZATION shall ensure all participating partner agencies operate in accordance with the ORGANIZATION'S *Guidelines for Use of ASO Funds*, as amended.
6. The ORGANIZATION shall ensure all requests for inspections when shelter assistance is considered are submitted through the COUNTY'S inspection process.
7. The ORGANIZATION shall ensure all partner agency programmatic staff attend training as needed.

#### PART IV – COUNTY RESPONSIBILITIES

1. The COUNTY shall facilitate the inspection of rental properties when required. Processing protocols will be provided by the COUNTY.
2. The COUNTY shall offer ongoing training to partner agency programmatic staff as needed.
3. The COUNTY will have an available contact assigned to the ORGANIZATION for questions and guidance as needed.

#### PART V – SUCCESS INDICATORS

1. Success Indicator Reports are due annually by November 15th. Reports must include, but are not limited to the following elements:
  - Year to date Utilization Report by Program
  - Notable accomplishments
  - Success stories
2. In addition, the Success Indicator Report shall indicate the results towards achieving the program goal by comparing actual outcomes to projected outcomes as stated below.
  - 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.
  - During the reporting period, at least 60% of participating families report that the ASO and partner agencies have helped their family meet their support plan goals.
  - During the reporting period, at least 80% of participating families report they received the services needed to promote self-sufficiency.

#### PART VI – TIMETABLE FOR REPORTING

Quarterly Invoicing:    First Quarter due January 15<sup>th</sup>  
                                  Second Quarter due April 15<sup>th</sup>  
                                  Third Quarter due July 15<sup>th</sup>  
                                  Fourth Quarter due August 31<sup>st</sup>

Success Indicator Report: Due November 15<sup>th</sup>

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

## **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 Identifier
  - 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  
derbyb@HCFLGov.net

For all other concerns contact:

Angela Medero  
Manager, Contracts and Projects  
medero@HCFLGov.net

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



**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>Reimbursement Amount</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.

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

**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.

<u>TYPE OF REVIEW</u>	<u>APPROVED</u>	<u>DATE</u>
FISCAL	_____	_____
PROGRAMMATIC	_____	_____

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

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:

FAMILIES  
SERVED

RENT  
AUTHORIZATIONS

RELOCATION  
AUTHORIZATIONS

WATER  
AUTHORIZATIONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. OTHER

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



## EXHIBIT "E"

### 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.

- ... Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- ... Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- ... Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- ... State and Local Assistance Act of 1972, as amended.
- ... Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- ... Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§5.100 -5.605.
- ... Executive Order 13673, Fair Pay and Safe Workplaces.

\* "The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract."

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the ORGANIZATION agrees as follows:

- (1) The ORGANIZATION will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The ORGANIZATION will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The ORGANIZATION agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The ORGANIZATION will, in all solicitations or advertisements for employees placed by or on behalf of the ORGANIZATION, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The ORGANIZATION will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the ORGANIZATION'S commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The ORGANIZATION will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The ORGANIZATION will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency



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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**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, Thursday, September 24, 2020

**Recommended Action**

- To Approve a contract in the amount of \$100,000 for the period of October 1, 2020 to September 30, 2021 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 December 18, 2014.
- The original agreement has been renewed for the last seven years.
- 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 is an essential component of the local service system for victims of domestic violence. Case managers working with this population report that ASO funds are often the only way to meet needs in a timely manner.

**Attachments**

- A. Original Contract
- B. Modification in FY 2019 – 2020 to extend for one year and add three one-year renewals

DocuSign Envelope ID: 588BFDD2-81ED-4C3D-93B7-5CF69953DAD6

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

**THIS Fourth Modification to the Interlocal Agreement**, hereinafter referred to as the "Fourth Modification", is made and entered into this 1st day of May, 2019, 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 COUNTY believes it to be in the public's best interest to extend this Interlocal Agreement; and

**WHEREAS**, the Parties have determined this Fourth 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. ARTICLE 2 – Term of Agreement – is hereby deleted in its entirety and replaced as follows:

This Agreement shall be extended for a one year period commencing on October 1, 2019 and through and including September 30, 2020, hereinafter referred to as "Term".

The County Administrator, on behalf of the COUNTY, shall have the option to renew this Agreement unilaterally for three successive one year 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 and may increase or decrease the corresponding units of service requirements proportionately.

3. In the event any section, sentence, clause, or provision of this Fourth Modification is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of this Fourth 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 Fourth 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 Fourth Modification, are hereby reaffirmed in their entirety. In the event of a conflict between the terms of this Fourth Modification and the terms of the Agreement, the terms of this Fourth Modification shall control.
6. The parties agree that this Fourth 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 Fourth Modification effective as of the date first above written.

ATTEST: PAT FRANK COUNTY: HILLSBOROUGH COUNTY, FLORIDA  
Clerk of the Circuit Court

By: [Signature] Deputy Clerk  
By: [Signature] Chairman, Board of County Commissioners

Date: May 1, 2019



ATTEST: For the CHILDREN'S BOARD CHILDREN'S BOARD: Children's Board of Hillsborough County

(Two Witnesses Required)  
Paula Scott

By: [Signature]

Witness  
Paula Scott  
Print Name

Authorized Representative  
Kelley Harris  
(Printed Name of Signer)

Rebecca Bacon  
Witness  
Rebecca Bacon  
Print Name

Executive Director  
(Title)  
4.16.19  
(Date)

	Approval	Date
Department	<u>GE</u>	<u>4/17/2019</u>
Procurement	<u>N/A</u>	<u>N/A</u>
Legal	<u>KB</u>	<u>4/17/2019</u>

Approved as to Form and Legal Sufficiency:

By: Katherine Benson  
Assistant County Attorney

BOCC DOCUMENT NO. 19-0462

ACKNOWLEDGEMENT FOR CORPORATION

STATE OF FLORIDA

COUNTY OF Hillsborough

On this 16 day of April, 2019, before me the undersigned authority, personally appeared Kelley Parris, to me known to be the individual Kelley Parris  
(Name)

described in and who executed the foregoing instrument as Executive Director of Children's Board,  
(Title) (CHILDREN'S BOARD Name)

a Florida corporation, and who severally and duly acknowledged the (State)  
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 personally known as identification.  
(Type of ID)

Nina Eichorn  
(Official Notary Signature and Notary Seal)

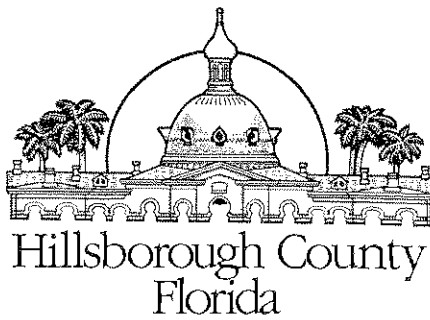
Nina Eichorn  
(Name of Notary typed or printed, or stamped.  
If stamped, it must be in addition to and separate from the Notary Stamp.)



FF928012  
(Commission Number)

October 15, 2019  
(Commission Expiration Date)





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 that reads "Joe C. Kirk". The signature is written in a cursive, flowing style.

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 table 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: Miriam 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

By: [Signature]  
Authorized Official

VERONICA M. BLANCO  
Print Name

Kelley Perri's  
(Printed Name of Signer)

[Signature]  
Witness

Director  
(Title)

Tonia Williams  
Print Name

11.20.13  
(Date)

	Approval	Date
Department	<u>[Signature]</u>	<u>11-22-13</u>
Procurement Services	<u>NA</u>	
County Attorney's	<u>[Signature]</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 individual described in and who executed the foregoing instrument as

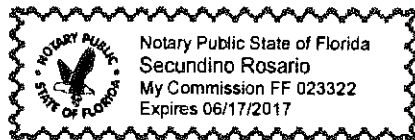
EXECUTIVE DIRECTOR of Children's Board of Hillsborough County  
(Title) (Organization Name)

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 "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>				
<b>Program Expenditures</b>				
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>
<b>Operating Expenditures</b>				
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



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

Service Code Name	Service Code Description	Credential Requirements
<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

Service Code Name	Service Code Description	Credential Requirements
<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

Service Code Name	Service Code Description	Credential Requirements
<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

## Children's Board: ASO Service Code Matrix

Service Code Name	Service Code Description	Credential Requirements
<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

## Children's Board: ASO Service Code Matrix

Service Code Name	Service Code Description	Credential Requirements
<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



## Children's Board: ASO Service Code Matrix

Service Code Name	Service Code Description	Credential Requirements
<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

Service Code Name	Service Code Description	Credential Requirements
<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

Service Code Name	Service Code Description	Credential Requirements
<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

Service Code Name	Service Code Description	Credential Requirements
<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



## Children's Board: ASO Service Code Matrix

Service Code Name	Service Code Description	Credential Requirements
<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

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

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

**Initiator:** Paula Scott, Director of Operations

**Action:** Approval to proceed with requesting a Guaranteed Maximum Price from Charles Perry Partners, Inc., for the renovations of the Children's Board owned property located at 301 N. Palmer St., Plant City, FL 33563.

**Date:** Regular Board Meeting Thursday, September 24, 2020

**Recommended Action**

Board approval authorizing staff to proceed with requesting a Guaranteed Maximum Price for the build out of the Plant City Family Resource Center, following Review team recommendations of #1 ranked firm Charles Perry Partners, Inc. (CPPI)

**Background - Update**

- June 25, 2020 – Board approval at the Regular Board Meeting for the release of an RFQ for the procurement of General Contractor Services for the build out of the Plant City Family Resource Center.
- August 18, 2020 – Seven (7) firms submitted Statements of Qualifications to the Children's Board, and all seven (7) proposals were deemed complete, and proceeded to the five (5) member Review Team, consisting of Andy Mayts, David Adams, Stephanie Hinson, Shelly Strange and Javier Rivera.
- August 28, 2020 – Review Team Meeting was conducted and the Review Team proceeded with rating and ranking the firms based on their submitted Statements of Qualifications, and “short listed” the firms. The Review Team selected their top four (4) firms and requested they proceed for in-person interviews.
- September 4, 2020 – All four (4) firms were interviewed by the Rating Team using compulsory pre-determined questions. Following the interviews, the Review Team selected Charles Perry Partners, Inc. (CPPI) as their selection for the #1 ranked firm.

**Children's Board of Hillsborough County  
Executive Director Report  
July 31, 2020 - September 22, 2020**

**23 Meetings**

Children's Services Council
Temple Terrace CBFRC Town Hall
Children's Services Council
Ally Perrino
BOCC Meeting
Behavioral Task Force Meeting
Chamber Early Learning Meeting
Lauren Berger
Racial Equity in Child Welfare Workgroup
Racial Equity Town Hall
Children's Services Council
CALM
Children's Services Council
Children's Services Council
Hillsborough Education Foundation EmpowerED!
Raintree Association Board Meeting
Children's Services Council
COSW Meeting
Racial Equity Town Hall
Courtney Peacock
Children's Services Council
FFSPA
Betty Castor



**Contract Signature  
Log - ASO ONLY  
FY 2020**

Entity/Agency	Contract Type	Brief Description	Contract Period	Contract Amount	Board Approved	Signed By	Date Signed
Stephanie DiMaria	ASO Provider	Assessment/Family, group, individual therapy	8/20/20-ongoing	varies	No	Kelly Parris	08/21/2020
Stephanie DiMaria	Agreement	Business Associate Agreement	8/20/20-ongoing	varies	No	Kelly Parris	08/21/2020
University Area CDC	MOU	MOU amendment for allocation of additional ASO funds	10/28/19-9/30/20	\$35,000.00	no	Kelley Parris	08/21/2020
Lina Borbujo Marin	ASO Provider	Tutor/ Interpreter and Translation Services	8/26/20-ongoing	varies	No	Kelley Parris	08/27/2020
Hillsborough County Public Schools School Social Work Services	MOU	MOU amendment #3 for allocation of additional ASO funds	10/1/19 - 9/30/20	\$250,000.00	No	Kelley Parris	08/27/2020
Jessica Eve Watson dba Jessica Watson Counseling, LLC	ASO Provider	Famil, Group, Individual Therapy	10/28/2020	varies	No	Kelley Parris	08/28/2020
Eckerd Youth Alternatives Inc dba Eckerd Connects	Agreement	Amendment to agreement to increase allocation of ASO	7/1/2020-9/30/2020	\$290,446.00	Yes	Kelley Parris	08/31/2020
Lutheran Services Florida, Inc.	Agreement	Business Associate Agreement	9/10/20-ongoing	varies	No	Kelley Parris	09/10/2020

**Contract Signature  
Log - Programs  
ONLY  
FY 2020**

Entity/Agency	Contract Type	Brief Description	Contract Period	Contract Amount	Board Approved	Signed By	Date Signed
Children's Museum of Tampa dba Glazer Children's	Amendment	CBFRC Free Admission Day	10/01/2019-09/30/2020	\$73,000.00		Kelley Parris	08/27/2020

**Contract Signature  
Log - Vendors Only  
FY 2020**

Entity/Agency	Contract Type	Brief Description	Contract Period	Contract Amount	Board Approved	Signed By	Date Signed
Trent Lott Holdings, LLC, DBA: College Hunks Hauling Junk	Vendor	Moving furniture and contents of CBFRC-Plant City into storage.	08/28/2020-09/10/2020	\$1,094.25	No	Kelley Parris	08/31/2020
Survey Monkey	Vendor	Community Investment Software	8/29/2020-8/28/2021	\$5,950.00	No	Kelley Parris	09/02/2020
Cross Construction Services, Inc.	Vendor	Asbestos Removal and Remediation 301 N Palmer St.	8/31/2020-9/30/2020	\$29,580.00	No	Kelley Parris	09/02/2020
Carr, Riggs, & Ingram, LLC	Vendor	Professional Audit Services	8/26/2020-9/30/2021	\$30,075.00	No	Kelley Parris	09/02/2020
Amazing Signs, LLC	Vendor	Refresh signage at TNC CBFRC	9/9/2020-9/30/2020	\$4,990.00	No	Kelley Parris	09/09/2020
Trimen Lawn & Landscape	Vendor	Landscaping Refresh	9/10/2020-9/30/2020	\$6,490.00	No	Kelley Parris	09/14/2020



Monthly Financial Report

**August 2020**

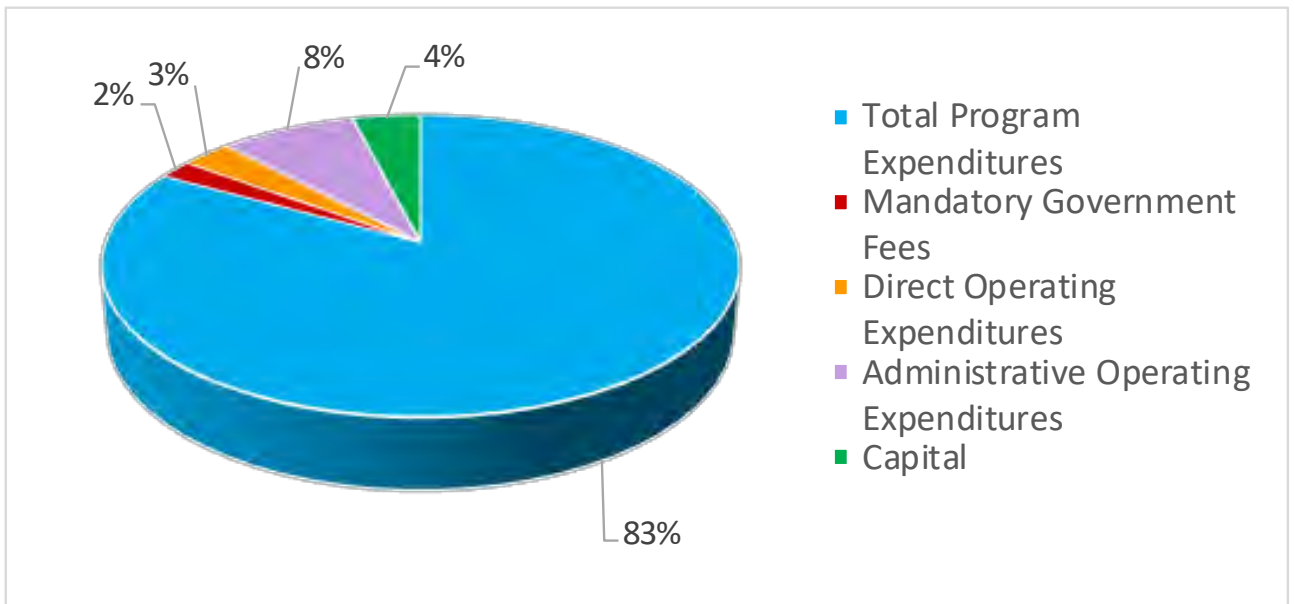
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6. Expenditure Variance Analysis
7. FY 2019-2020 Estimated Spending Report
8. FY 2019-2020 Estimated Spending Narrative
9. Investments Statement
10. New Program Funding Report
11. New Program Funding Detail



	FY 2019-2020 Original Budget	Budget Amendments	FY 2019-2020 Amended Budget
<b>Revenues</b>			
Ad-Valorem Taxes	45,578,980	0	45,578,980
Investment Income	858,000	0	858,000
Administrative Services Organization Funding	1,405,000	0	1,405,000
Other Community Partner Funding	410,000	0	410,000
Miscellaneous Income	155,000	0	155,000
<b>Total Revenues</b>	<b>48,406,980</b>	<b>0</b>	<b>48,406,980</b>
<b>Expenditures</b>			
Program Expenditures:			
Program Funding (Continuation Grants)	37,913,848	21,471	37,935,319
New Program Funding (unallocated)	5,275,000	0	5,275,000
Total Program Expenditures:	43,188,848	21,471	43,210,319
Operating			
Employee Salaries and Benefits	4,243,927	0	4,243,927
Contracted Professional Services	529,572	0	529,572
Facility Expenditures	416,405	0	416,405
Other Operating	334,415	0	334,415
Total Operating	5,524,319	0	5,524,319
Capital Expenditures	1,850,000	455,942	2,305,942
Mandatory Government Fees	1,310,080	0	1,310,080
<b>Total Expenditures</b>	<b>51,873,247</b>	<b>477,413</b>	<b>52,350,660</b>
<b>Net Spend Down of Fund Balance</b>	<b>(3,466,267)</b>	<b>(477,413)</b>	<b>(3,943,680)</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 Department of Children and Families (DCF), 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** 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.
- **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.
- **Contracted Professional Services** represents amounts budgeted for Hillsborough County information technology services, Hillsborough County Television, legal, media buys, auditing, and other professional services.
- **Facility Expenditures** represents necessary costs to operate the Children's Board offices, conference center, and Family Resource Center buildings owned by CBHC, including utilities, information technology, maintenance, and repairs.
- **Other Operating** contains staff training, conference and meeting travel, postage, insurance, promotional activities, printing, supplies, advertising for Truth In Millage (TRIM), budget ads and other public notices, memberships and subscriptions. Also included are support activities with provider agencies and community organizations for training events.
- **Capital Expenditures** include the budget for building expenditures.
- **Mandatory Government Fees** include tax collector's fee, property appraiser's fee as well as the city storm water fee.

## August-2020

	FY 2019- 2020 YTD Budget	FY 2019- 2020 YTD Actual	FY 2019- 2020 Variance \$	FY 2019- 2020 Variance %
<b>Revenues</b>				
Ad-Valorem Taxes	45,448,563	45,869,357	420,794	1%
Investment Income	786,500	616,427	(170,073)	-22%
Administrative Services Organization Funding	1,287,525	790,609	(496,916)	-39%
Other Community Partner Funding	389,167	160,000	(229,167)	-59%
Miscellaneous Income	141,668	591,783	450,115	318%
<b>Total Revenues</b>	<b>48,053,423</b>	<b>48,028,176</b>	<b>(25,247)</b>	<b>0%</b>
<b>Expenditures</b>				
Program Expenditures:				
Program Funding (Including Unallocated)	39,043,048	26,618,327	12,424,721	32%
Total Program Expenditures:	39,043,048	26,618,327	12,424,721	32%
Operating Expenditures				
Employee Salaries and Benefits	3,890,266	3,695,112	195,154	5%
Contracted Professional Services	494,554	328,603	165,951	34%
Facility Expenditures	381,705	289,412	92,293	24%
Other Operating	311,770	243,659	68,111	22%
Total Operating	5,078,295	4,556,786	521,509	10%
Capital Expenditures	2,222,609	1,099,069	1,123,540	51%
Mandatory Government Fees	1,303,469	1,248,169	55,300	4%
<b>Total Expenditures</b>	<b>47,647,421</b>	<b>33,522,351</b>	<b>14,125,070</b>	
<b>Net Cash Flow</b>	<b>406,002</b>	<b>14,505,825</b>	<b>14,099,823</b>	

## Revenue Variance Analysis

### Statement of Revenues

August-2020

	FY 2019- 2020 YTD Budget	FY 2019- 2020 YTD Actual	FY 2019- 2020 Variance \$	FY 2019- 2020 Variance %
<b>Revenues</b>				
Ad-Valorem Taxes	45,448,563	45,869,357	420,794	1%
Investment Income	786,500	616,427	(170,073)	-22%
Administrative Services Organization Funding	1,287,525	790,609	(496,916)	-39%
Other Community Partner Funding	389,167	160,000	(229,167)	-59%
Miscellaneous Income	141,668	591,783	450,115	318%
<b>Total Revenues</b>	<b>48,053,423</b>	<b>48,028,176</b>	<b>(25,247)</b>	0%

- **Ad-Valorem Taxes**
  - This line is slightly over the YTD budget by \$420,794 because over 100% of the budgeted ad-valorem tax revenue has been received to date. Tax revenue will be over budget at the end of the year.
- **Investment Income**
  - The interest received year to date is under the YTD budget because of a decrease in the interest rate. The current interest rate is 0.39% and interest was budgeted at 2%.
- **Administrative Services Organization**
  - The Eckerd Connects contract is less than the budgeted amount and the Hillsborough County BOCC domestic violence support funds are under budget resulting in lower recognized revenue. ASO actual expenditures were also under budgeted.
- **Other Community Partner Funding**
  - This line is under budget because the summer funding from Hillsborough County will be less than budgeted.
- **Miscellaneous Income**
  - This is over budget because of a legal settlement for \$455,000.



## Expenditure Variance Analysis

### Statement of Expenditures

August-2020	FY 2019- 2020 YTD Budget	FY 2019- 2020 YTD Actual	FY 2019- 2020 Variance \$	FY 2019- 2020 Variance %
<b>Expenditures</b>				
Program Expenditures:				
Program Funding (Including Unallocated)	39,043,048	26,618,327	12,424,721	32%
Total Program Expenditures:	39,043,048	26,618,327	12,424,721	32%
Operating				
Employee Salaries and Benefits	3,890,266	3,695,112	195,154	5%
Contracted Professional Services	494,554	328,603	165,951	34%
Facility Expenditures	381,705	289,412	92,293	24%
Other Operating	311,770	243,659	68,111	22%
Total Operating	5,078,295	4,556,786	521,509	10%
Capital Expenditures	2,222,609	1,099,069	1,123,540	51%
Mandatory Government Fees	1,303,469	1,248,169	55,300	4%
<b>Total Expenditures</b>	<b>47,647,421</b>	<b>33,522,351</b>	<b>14,125,070</b>	

- **Program Expenditures**
  - Continuation Grants are expected to be under budget by \$3.6 million.
    - ASO spending both CBHC and other funders, negotiated continuation contracts, and executed continuation contracts are expected to be under budget.
  - Unallocated Program Funding is expected to be under budget by \$4.2 million as all funding was not allocated and new contracts are in the startup phase.
- **Employee Salaries and Benefits**
  - This line is under budget because of vacant positions and expected to be under budget at the end of the year.
- **Contracted Professional Services**
  - This line item is under budget because underspending in legal services, community education & awareness, and the timing of billing for County IT services. It is expected to be under budget by year end.
- **Facility Expenditures**
  - This line item is under budget and expected to remain under budget at year end because the larger projects will not happen by the fiscal year end.
- **Other Operating**
  - This line item is under budget for travel, training and events, and professional development. This was partially offset by office supplies-small equipment and computer supplies being over budget.
- **Capital Expenditures**
  - This line is budgeted for the purchase of property in east county and the build out of the Temple Terrace FRC. The TT FRC build out has been completed and the Plant City FRC was purchased. The Plant City FRC build out will not be spent until FY 2021.
- **Mandatory Government Fees**
  - The line item is slightly under budget and will be at year end.

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

	<b>FY 2019 - 2020 Amended Budget</b>	<b>FY 2019 - 2020 Estimated Actual</b>	<b>FY 2019 - 2020 Projected Difference</b>
<b>Revenue</b>			
Ad-Valorem Taxes	45,578,980	46,065,000	486,020
Investment Income	858,000	633,000	(225,000)
Administrative Services Organization (ASO)	1,405,000	1,162,500	(242,500)
Other Community Partner	410,000	218,000	(192,000)
Miscellaneous Income	155,000	613,000	458,000
<b>Total Revenue</b>	<b>48,406,980</b>	<b>48,691,500</b>	<b>284,520</b>
<b>Expenditures</b>			
Program:			
Program Funding (Continuation Grants)	37,935,319	34,300,829	3,634,490
CBHC Unallocated Program Funding	5,275,000	1,090,998	4,184,002
<b>Total Program Expenditures:</b>	<b>43,210,319</b>	<b>35,391,827</b>	<b>7,818,492</b>
Operating Expenditures			
Employee Salaries and Benefits	4,243,927	4,066,182	177,745
Contracted Professional Services	529,572	501,400	28,172
Facility Expenditures	416,405	377,333	39,072
Other Operating	334,415	326,006	8,409
<b>Total Operating Expenditures</b>	<b>5,524,319</b>	<b>5,270,921</b>	<b>253,398</b>
Capital Expenditures	2,305,942	1,150,000	1,155,942
Mandatory Government Fees	1,310,080	1,249,656	60,424
<b>Total Expenditures</b>	<b>52,350,660</b>	<b>43,062,404</b>	<b>9,288,256</b>
<b>Total Projected Difference</b>			<b>9,572,776</b>

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

- **Revenue**
  - Total Revenue is projected to be over budget by a net amount of \$284,520.
  - Ad-Valorem Tax Revenue is expected to be over budget by \$485,020 as more than 95% of the tax revenue has been received.
  - Investment Income is projected to be under budget by 225,000. The current interest rate is .43% which is lower than the 2% budgeted.
  - The Administrative Services Organization (ASO) revenue is expected to be under budget because it is estimated that the ASO will have less expenditures and revenue in the Eckerd contract and BOCC domestic violence support funds.
  - Other Community Partner Revenue is expected to be under budget because the co-funded summer services expenditures were under budget because of COVID-19.
  - Miscellaneous Income is expected to be over budget by \$458,000 because of the Meat Depot settlement and the cash back program from Wells Fargo credit cards.
  
- **Expenditures**
  - **Program Expenditures**
    - Total Program Expenditures are expected to be under budget by \$7.8 Million.
      - Continuation Grants are expected to be under budget by \$3.6 Million.
        - It is estimated that the ASO will spend \$242,500 less than the allocated amount of other funder's allocations and \$200,000 less in CBHC allocations. This amount will be updated in the final budget packet as additional requests have been received from families affected by the COVID-19 pandemic.
        - Negotiated Continuation Contracts were under budget by \$943,153.
        - Estimated under spending of the remaining continuation grants is \$2.2 Million.
      - Unallocated Program Funding is expected to be under budget by \$4.2 Million.
  - **Operating Expenditures**
    - Salaries and Benefits are under budget by \$177,745 because of vacant positions throughout the year.
    - Contracted Professional Services are expected to be under budget by \$28,172 because of under spending in legal services, contract human resource services, and building construction related contractual services.
    - Facilities Expenditures are under budget as all the planned projects will not be completed by September 30. Those projects were added to the FY 2020 – 2021 budget.
    - Other Operating Expenditures are expected to be slightly under budget.
  - **Capital Expenditures**
    - Capital Expenditures are under budget by \$1,155,942. The build out for the Plant City CBHC Family Resource Center building will occur in FY 2020 - 2021.
  - **Mandatory Government Fees**
    - The property appraiser's fee was under budget by approximately \$60,000.

Children's Board Of Hillsborough County  
Investments Statement  
**August-2020**

<u>Investment Instrument</u>	<u>Financial Institution</u>	<u>Balance</u>	<u>Maturity</u>	<u>Yield</u>
Checking	Wells Fargo Government Advantage	541,117	1 day	0.25%
LGIP	Florida State Board of Administration	<u>48,296,722</u>	N/A	0.39%
		<b><u>48,837,839</u></b>		

**Children's Board of Hillsborough County**  
**FY 2019-2020 NEW PROGRAM FUNDING (UNALLOCATED) REPORT**  
 Regular Board Meeting - September 24, 2020

	Beginning Budget	Adjustments	Revised Budget	YTD Amount Approved	YTD Uncommitted Funds Available	Current Funding Requests	Uncommitted Funds Available
Technical Assistance Funding (Agencies <u>Not</u> Currently Funded by CBHC)	130,000	(80,000)	50,000	45,876	4,124		4,124
Technical Assistance Funding (Agencies Currently Funded by CBHC)	70,000	(60,000)	10,000	6,520	3,480		3,480
Summer Passport for Kids	250,000	(100,000)	150,000	72,072	77,928		77,928
Leading Grants (Summer Funding)	500,000		500,000	115,335	384,665		384,665
Emerging Needs Funding	300,000		300,000	34,200	265,800		265,800
Emergency Funding	200,000	500,000	700,000	525,077	174,923		174,923
Match	300,000		300,000	-	300,000		300,000
Navigation & Family Support Uniting Grants	275,000		275,000	140,604	134,396	-	134,396
Investment Grants	1,200,000	600,000	1,800,000	-	1,800,000		1,800,000
Fatherhood Programming Uniting Grants	300,000	(100,000)	200,000	71,314	128,686	-	128,686
Military & Veteran Family Support Uniting Grants	600,000	(600,000)	-	-	-		-
Newborn/Infant Support Uniting Grants	500,000	(160,000)	340,000	80,000	260,000	-	260,000
Leading Grants	300,000		300,000	-	300,000		300,000
Resource Center	350,000		350,000	-	350,000		350,000
<b>Totals</b>	<b>5,275,000</b>	<b>-</b>	<b>5,275,000</b>	<b>1,090,998</b>	<b>4,184,002</b>	<b>-</b>	<b>4,184,002</b>

Original Continuation Funding Budget	37,913,848
Actual Contract Amount Negotiated	<u>37,358,505</u>
<b>Additional Amount Available</b>	<b>555,343</b>



FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
A Brighter Community, Inc.	Interactive Whiteboard to Help Preschoolers Be Ready to Learn & Succeed	Interactive whiteboard (IWB) and projector.	4,398													
Family Enrichment Center, Inc.	Kinship Care	(4) desktop computers, Microsoft Office 365 subscription - (1) year; Geek Squad protection plan - (1) year; outreach display items (table throw and 2 retractable banners); and website enhancement with Everything Graphic.	4,309													
Just Initiative, Inc.	Just Initiative Capacity Building	Partnership with Inovo Strategic Consulting to receive Board Development Training; Fund Development Training; Fund Development Plan creation; Development of Strategic Plan, Goals and Objectives; and Leadership coaching.	5,000													
Learn Tampa Bay, Inc. d/b/a Achieve Plant City	We Learn and Grow	(7) computers		2,660												
New Life Village, Inc.	Staff Training & Program Outcome Development	Training courses (Edyth Bush Institute for Philanthropy, Nonprofit Leadership at Rollins College and Nonprofit Leadership Center Tampa Bay); and to acquire Marketing Business Solutions to establish program outcome development, program data collection toolkit, and an implementation schedule for data collection.	4,278													

FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
Oasis Pregnancy Care Centers Corporation	Technology Upgrade	(9) iPads; (4) smart TVs.	4,400													
Positive Family Partners, Inc.	PFP Technical Support	(1) laptop with a headset and microphone; Dragon Voice Recognition software; USBs; Graphic Consultant to redesign brochure; printing of brochures and business cards; and (1) monitor with speakers and case.	2,506													
Lutheran Services Florida, Inc.	Community Collaborations for Strong Families (CCSF)	The Community Collaborations for Strong Families (CCSF) program will develop and implement an integrated primary prevention network in Hillsborough County to strengthen families and prevent child maltreatment resulting in increased protective factors and lasting self-sufficiency.								140,604						
REACHUP, Inc.	Stronger with Involved Focused Fathers	This project seeks to strengthen the relationship between fathers and their co-parents to improve health and development of children ages birth to 5 years. Evidence-informed programming, targeted case management, and collaborative partnership to embed father involvement activities into programs and services will be utilized to build individual and community capacity.										71,314				

FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
Healthy Start Coalition of Hillsborough County	Healthy Steps in Pediatric Primary Care Offices	Healthy Steps Specialists in pediatric offices will promote health, well-being and school success by providing psychosocial supports and wrap-around services. Pediatric office provide critical, nearly universal touch-points of interaction with families, this non-stigmatizing setting offers the ideal location to screen for, offer and provide developmental and behavioral services.												80,000		
Children's Museum of Tampa d/b/a Glazer Children's Museum	2020 Summer Passports	Scholarships for children ages 6-14 who are members of the Children's Board Family Resource Centers to participate in summer programs.			10,200											
The Florida Aquarium					3,080											
Museum of Science and Industry					22,400											
Tampa Museum of Art					5,000											
Zoo Tampa at Lowry Park					31,392											
Firehouse Cultural Center, Inc.	IT Solutions to increase efficiency and increase access to programs	DonorPerfect Online Essentials	2,948													
Foster Guardian, Inc.	Audiovisual Enhancements	Two (2) camcorders, two (2) video lenses, two (2) microphones and headphones and one (1) video switcher.	4,975													

FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
Greater Mt. Carmel Development Corporation	SPACE for Progress	Storage shed	5,000													
Mount Zion African Methodist Episcopal Church, Riverview, Florida, Inc.	Family and Youth Technology Improvement	Eight (8) desktop computers; five (5) tablets; three (3) printers; Consultant (Kreative Koncepts) to develop web page.	4,986													
Rooted in Play Corporation	Rooted in Play	Purchase of a tow trailer; accounting software; print marketing materials	3,076													
Tampa Bay Community and Family Development Corporation d/b/a Bethesda Ministries	Infrastructure Redevelopment Support	Update communication system (Spectrum); three (3) computers (R&L Consulting); webpage upgrade (StaplesCo); Marketing packet (SarahK8Design Creative Solutions)		3,860												
Mount Zion African Methodist Episcopal Church, Riverview, Florida, Inc.	Unstoppable Summer Jam	The ten (10) week camp will provide (40) youth an academic setting in the areas of reading, writing, language arts, STEM, safety, nutrition and fitness, character development and the arts to combat the summer slump in a safe, structured environment. Ages: Six (6) to fourteen (14) years old. Location(s): 5920 Robert Tolle Drive, Riverview, FL 33578. CBHC: \$12,920, Hills Co. BOCC: \$12,919.														25,839

FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
Family Enrichment Center, Inc.	F.E.C. 2020 STEAM-Sational Summer Program	The six (6) week camp will provide (50) youth a safe, affordable, nurturing and educational experience with certified teachers, qualified volunteers and community partners who will diversify experiences and enrich the learning environment for participants. Ages: Six (6) to fourteen (14) years old. Location(s): W.E. Davis Family Support Center CBHC: \$15,498 Hills Co. BOCC: \$15,498.				30,996										
Tampa Metropolitan Area Young Men's Christian Association	2020 Teen Summer Experience	The five (5) week camp will provide (50) at-risk youth residing in the 33604 and 33612 areas an array of support and enrichment programming to provide a positive experience and limit summer learning loss. Ages: Eleven (11) to fourteen (14) years old. Location(s): Hillsborough Community College Ybor City Campus; Sulphur Springs YMCA at Sulphur Springs K-8 Community School. CBHC: \$14,500, Hills Co. BOCC: \$14,500.				29,000										



FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
Tampa Bay Community and Family Development Corporation d/b/a Bethesda Ministries	UpWard Kids Leadership Camp	The nine (9) week camp will provide (50) youth activities focused on leadership, such as swim safety, money management, sports, field trips and more. Ages: Six (6) to fourteen (14) years old. Location(s): 3000 N. 34th Street, Tampa, FL 33605 CBHC: \$14,750, Hills Co. BOCC: \$14,750.				29,500										
Success 4 Kids and Families	HIPP Support Emergency Funding	Temporary case management services to help with COVID-19 related referrals.						29,500								
Children's Board Emergency Funding	CBHC FRC Families Unmet Basic Needs	Funding for basic needs for families of the CBHC FRCs.						35,000								
Children's Board Emergency Funding	QEES Child Care Providers and Families Unmet Basic Needs	Funding for basic needs for Child Care Providers and families of the QEES Program.						70,000								
Children's Board Emergency Funding	EOC Hurricane Preparedness Supplies	1,400 cribs to be available at shelters.						75,000								
Tampa Metropolitan Area Young Men's Christian Association	Veggie Van Emergency Funding	Food for 500 families per month for two months.						42,960								
Various Child Care Providers	Child Care for Health Care Professionals and First Responders	Provide child care for children of health care professionals and first responders while						200,000								
Feeding Tampa Bay	Feeding Minds Emergency Funding	Provide additional food for 16 sites.						72,617								

FY 2019-2020 Approved Uncommitted Program Funding Detail  
 Regular Board Meeting - September 24, 2020

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	Navigation & Family Support Uniting Grants	Investment Grants	Fatherhood Programming Uniting Grants	Military & Veteran Family Support Uniting Grants	Newborn / Infant Support Uniting Grants	Leading Grants	Resource Center
Allen Temple African Methodist Episcopal Church	Summer Services	Provide summer services to 50 children.					34,200									
<b>TOTAL</b>			<b>45,876</b>	<b>6,520</b>	<b>72,072</b>	<b>115,335</b>	<b>34,200</b>	<b>525,077</b>	<b>-</b>	<b>140,604</b>	<b>-</b>	<b>71,314</b>	<b>-</b>	<b>80,000</b>	<b>-</b>	<b>-</b>

<b>Total Approved</b>	<b>1,090,998</b>
<b>Total Current Requests</b>	<b>-</b>

# Good News

*from our funded partners*

**Regular Board Meeting  
September 1 2020**



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**Children's Board**  
HILLSBOROUGH COUNTY

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

# Housing Authority of the City of Tampa

## Village Link Up

The Tampa Housing Authority Village Link Up Program has continued to offer services to our families. With our Summer Reading Initiative as well as our Girls STEAM initiative, we were able to promote family involvement while providing educational supports. During our Summer Reading Initiative, each week during the month of July, we provided 32 children K-5 with books to start and build their own in-home library. Our Girls in the Charge STEAM Initiative participated in daily activities centered around Science, Technology, Engineering, Art, and Math.

Activities included:

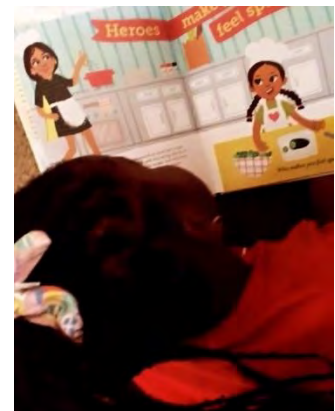
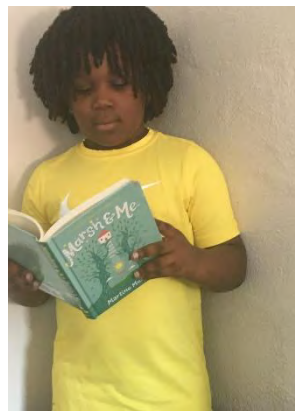
Girls in Science: Solar Ovens

Girls in Technology: Digital Literacy

Girls in Engineering: Gumdrop Houses

Girls in Art: Scrapbook from photos taken from a photo scavenger hunt

Girls in Math: Financial Literacy



Testimonials:

"I'm so grateful to be able to experience stuff like this with my daughter..." S. R.

"I love this! It's so refreshing to have new things to do with my baby girl to keep her active and entertained" T. D.

"Thank you so much for the books. My kids absolutely love to read..." S. B.

# Tampa Metropolitan Area YMCA

## Teen Summer Experience



Y Teen Achievers in the “Tampa YMCA Teen Summer Experience” program participated in lessons regarding civil discourse this summer.

On July 16th, nearly 40 Teen Achievers peacefully marched from the Bob Gilbertson Central City Family YMCA to Curtis Hixon Waterfront Park carrying homemade protest signs (see photo on the next page). Guest speakers from different organizations participated and kneeled with the teens at the city park.

Leading up to the peaceful rally, Teen Achievers studied Black History along with Tampa Black history. They learned about the history of protests in America, discussed the differences between protests and riots, and researched different policymakers and related laws.

After the peaceful march, the students reflected and discussed the impact and importance of their field trip. They also wrote letters to local lawmakers to try and enact change.

“We are hoping this event will be memorable, life-changing, and possibly lead to some future politicians, police officers, and other change agents,” says Tampa Y Senior Director of Family Outreach Wayne Johnson. “I am proud of our students, staff, and volunteers who helped make this event safe, successful, meaningful, and educational as possible.”

The following week, the teens engaged in healthy dialogue with two officers from the Tampa Police Department. They discussed their personal experiences with school resource officers compared to the perception of police in the media. Students had questions for the officers to seek understanding of the George Floyd incident and how he was subdued. They also discussed the use of stun guns versus firearms. We appreciate the Tampa Police Department's efforts to help bridge the gap with youth and law enforcement.

(Continues on next page)



# Tampa Metropolitan Area YMCA

## Teen Summer Experience

The Tampa Y 2020 Teen Summer Experience program is a five-week program generously supported by the Children's Board of Hillsborough County. Middle schoolers from Sulphur Springs K-8 Community School participated in positive enrichment programming in an effort to limit summer learning loss.



Children's Board  
HILLSBOROUGH COUNTY

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

# Positive Spin

## Empowering a Community with Hope (E.A.C.H One)

### Letter of Gratitude



Shelia, I just want to truly thank you and the Positive Spin organization for being a resource of help. Through this program and the resources, I have been able to successfully transition back into a stable housing environment for me and my children and my children are happy again.

I was staying in a one-bedroom with my 12 and 14-year-old for over a year, finances were tight, and the living conditions were becoming unbearable due to the living environment. With Ms. Ramos assistance she helped me establish a budget and I was able to cut down on expenses. She also provided resources where I could attain a scholarship to continue my education.

I am so grateful for this program and the services you all were able to offer during my time of need. This was truly a blessing.

Sincerely,

Ykinhea Nelson



# Positive Spin

## Empowering a Community with Hope (E.A.C.H One)

### Letter of Gratitude



To the astounding ladies of Positive Spin:

I am writing to express my gratitude to you ladies for taking me under your wings. My three daughters and I have been struggling since my ex-husband left us, I went through a horrific divorce and lost everything. I had to start over, and it has been extremely challenging. When COVID started –I lost my job, I was so behind in rent, and I hit rock bottom. I was about to be evicted when I got the call from Ms. Elaine. From the moment I spoke to her, she showed me nothing but love and compassion which made me feel welcome and cared for immediately. Without hesitation Ms. Elaine jumped to my aid, she and Ms. Moore my case manager have been supportive, helpful, informative, and encouraging!

They have truly brought me out of a horrible mess! Not only did they help me get my rent up to date and saved me from eviction, but I also got a job offer the same day working from home so I can be with my daughters! I also found my dream apartment and they supported me emotionally through the application process and when I needed help with the deposit with only 24-hour notice they immediately assisted me.

I was a stranger to these amazing women and they are helping and caring for me and my daughters unconditionally! Without a doubt, I would have been homeless without them and the Positive Spin program! They have not only helped me financially but also given me so many tools to be successful in the future. I no longer feel alone but so hopeful for the future! I cannot wait to use these tools to grow so I can give back someday!

Sincerely,  
Christine B.

# Champions for Children

## The First Years

We invite our families to play on our playground every week from Monday through Friday. We reserve hourly slots for families to play and learn with their children outside. Baby Bungalow averages about 15 family visits weekly with varying sensory activities available. Staff are available to chat, support, and listen to participants needs as an alternative to this previous opportunity during face to face playgroups.

“The kids absolutely loved the playtime there and we are looking forward to going back next week. Please let all the ladies know how appreciative we are - I know it is not easy cleaning all the toys and setting up things for us! It is so nice to have a safe place to go outside of our yard!”

Baby Bungalow Playground Participant





# Big Brothers Big Sister of Tampa Bay

## 1-to-1 Comprehensive Mentoring



Big Sister Deen and Little Sister Ari have been matched for more than a year and are the perfect pair. Deen is a long-time volunteer in the program so she comes with tons of fun activities like arts & crafts and baking. Ari is such a joy herself, according to Deen. Prior to the pandemic, the two of them enjoyed outings such as football games, dinner movie nights, and many trips for ice cream. Deen was fortunate enough to take Ari to Busch Gardens for the first time, where

they had a BLAST! During the pandemic, Deen and Ari both received new little blessings into their lives: Ari welcomed a new baby brother and Deen was graced with her first grandchild, a baby boy. In addition to all their other fun times together, the two are now bonding over the new babies in their lives. They are a great match and it is exciting to watch their relationship grow.





# University of South Florida Board of Trustees

## Developing Our Children's Skills K-5 (DOCS K-5)

### Letter of Gratitude

Good Morning Dr. Agazzi,

I hope this email finds you, and your family safe and healthy. My name is Diana L., I took the parenting class back in April 2020.

I wanted to thank you for this great class. It has completely changed my relationship with my son. We are bonding again, and I feel the same connection we had when he was a baby. I feel like he is another kid as he is showing his love and care for me.

The reward system worked for us. We used it at the beginning. However, we stopped doing it after a month...

When I give him a task, I stay right next to him until he does it. In the beginning, it was difficult because I had to stay there for a couple of minutes. Now, I just tell him what to do, I stand right next to him and he just does it immediately.

I praise him a lot, I tell him how wonderful he is, that he is a well-behaved kid, etc. and he loves it. He says now that he wants to be a perfect son.

The family meeting you recommended, we do it while we go for a walk for about 30 minutes. At the beginning we were just complaining about stuff, now we just talk about funny things and laugh.

This class has not only changed our relationship, but also my life as a whole. Keep up the good work.

Regards,

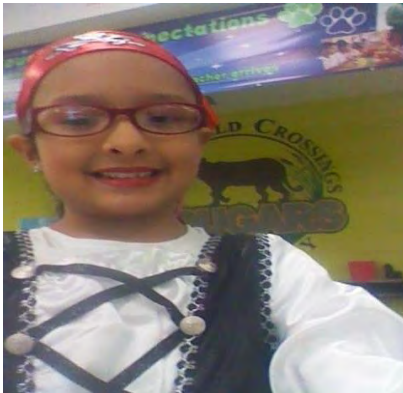
Diana L.

# Preserve Vision Florida

## Children's Vision Health and Safety Services

This is Allison Pimental, a great example of the longitudinal relationship that Preserve Vision Florida (PVF) develops with families. PVF has screened Allison's vision three years in a row: at age eight in Brandon Children's Board Family Resource Center, at age nine at Hispanic Services Council (Wimauma) and again this month at age ten at the South County Children's Board Family Resource Center. She has 20/50 vision in both eyes, and no vision insurance, so PVF sent her for an exam and glasses through LensCrafters.

Allison's family is very grateful for the early identification of her vision issue. Allison is now prepared to see all that she needs to see throughout elementary school as she enters e-learning this year.



# Rebuilding Together Tampa Bay

## Safe and Healthy Homes for Families



Ms. Sandra Wandell became the guardian of her three nephews, Dashawn, Damajay, and Jorrien, nine years ago after the untimely death of her niece. At that time, Ms. Wandell was still recovering from a life-altering injury sustained while on the job, as a union Pipefitter. After working in her profession for over 25 years, she was left permanently disabled and unable to return to work. As a result, it had

become quite difficult for Ms. Wandell to keep up with the ongoing maintenance and repairs in her home. In addition to her loss of income, Ms. Wandell's financial responsibilities increased with becoming the guardian of her three nephews.

Through our community partnership with the Tampa Metropolitan Area YMCA, Ms. Wandell was referred to the Safe and Healthy Homes for Families Program. When we met Ms. Wandell, she was seeking assistance to address the needed repairs in her home. She was also facing challenges to manage the asthmatic episodes that all three boys were experiencing frequently. Dashawn, an 18-year-old senior in high school reenrolled in accelerated academic classes, struggled with school attendance as a result of frequent asthmatic episodes.

The home was reinforced as a safe and healthy environment by completing repairs and eliminating triggers that had contributed to the asthma episodes. Establishing a safe and healthy home environment during the current health crisis is vital for families with asthmatic children.

Ms. Wandell and the boys are happy to be experiencing decreased asthmatic episodes. The family is also celebrating Dashawn's high school graduation.

Dashawn completed his high school career graduating with honors and was accepted to begin his undergraduate studies at the University of Central Florida in January 2021. With the financial support from the Children's Board, Rebuilding Together Tampa Bay's Safe & Healthy Homes Program for families continues to contribute to producing positive health outcomes for the children of Hillsborough County.

# Hispanic Services Council

## La Red de Padres Activos / Network of Active Parents

### Back to School Activities

Hispanic Services Council (HSC) is a community-based organization working to improve the quality of life of all Hillsborough County residents by promoting the academic success of children and youth, providing immigration legal services, supporting the development of healthy communities, and promoting leadership and engagement among Latinos. Through our “La Red de Padres Activos” program, we offer a unique initiative that is aimed at helping Hispanic parents ensure the educational success of their children now and throughout life.

The success of our programs are only made possible through the hard work of our staff, the dedication of our volunteers, the participation of our families, and through the generosity of our community partners. With so much happening in our community and our country this year; we have a lot to be grateful for. Here are some of the highlights we would like to share:

