

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY EXECUTIVE/FINANCE COMMITTEE JANUARY 11, 2024 ~ 12:00 PM AGENDA

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

## CALL TO ORDER

Quorum Verification  
Attendance Verification

R. DeLaVergne  
R. DeLaVergne  
K. Austin

## PUBLIC COMMENT

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

R. DeLaVergne

## ACTION ITEMS

1. **Approval;** November 2, 2023 Board Executive/Finance Meeting Minutes
2. **Approval;** November 16, 2023 Special Executive/Finance Meeting Minutes

R. DeLaVergne  
R. DeLaVergne

## DISCUSSION ITEMS

1. Legislative & FACCT Updates
2. Program Updates
3. Operations Update

R. Bacon  
M. Negron  
P. Scott

## ADJOURNMENT

R. DeLaVergne

## IMPORTANT DATES TO REMEMBER

Regular Board Meeting	January 25, 2024	3:00 PM
Executive Finance Committee	February 08, 2024	12:00 PM
Regular Board Meeting	February 22, 2024	3:00 PM
Executive Finance Committee	March 14, 2024	12:00 PM
Regular Board Meeting	March 28, 2024	3:00 PM

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY EXECUTIVE/FINANCE COMMITTEE MEETING MINUTES November 2, 2023 – 12:00 PM

<b>Subject</b>	Executive/Finance Committee Meeting		<b>Date</b>	November 2, 2023
<b>Facilitator</b>	Robin DeLaVergne, Chair		<b>Time</b>	12:00 PM
			<b>Actual Time</b>	12:00 PM – 12:31 PM
<b>Location</b>	Children's Board 1002 East Palm Ave. Tampa, FL 33605		<b>Call to Order</b>	The meeting was called to order at 12:00 PM
<b>Board/Committee Members PRESENT</b>	Robin DeLaVergne, Chair Beth Pasek, Secretary/Treasurer		<b>Board/Committee Not Present</b>	Katherine Essrig, Vice Chair- absent
<b>Other Attendees</b>	Rebecca Bacon, E.D. Kristina Austin, Recorder David Adams, Board Attorney	Paula Scott, CBHC Staff Maria Negron, CBHC Staff Dexter Lewis, CBHC Staff Kelly Hickman, CBHC Staff - absent	Tonia Williams, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff - absent John Furr, CBHC Staff	

## SUMMARY

No.	Topic	Highlights
I.	<b>CALL TO ORDER</b>	Robin DeLaVergne, Chair, called the meeting to order at 12:00 PM.  R. DeLaVergne requested K. Austin verify attendance. A quorum was present.
II.	<b>PUBLIC COMMENT</b>	None.
III.	<b>ACTION ITEMS</b>	
	<b>1. August 24, 2023 Budget Workshop Meeting Minutes</b>	R. DeLaVergne requested approval of the August 24, 2023 Budget Workshop Meeting Minutes.  <b><i>Motion by Beth Pasek to approve the August 24, 2023 Budget Workshop Meeting Minutes; second by Robin DeLaVergne. Motion carried (2-0).</i></b>
IV.	<b>DISCUSSION ITEMS</b>	
	<b>1. 2023 Audit Update – Carr, Riggs &amp; Ingram (CRI)</b>	J. Brielmair & T. Payne (CRI) provided a presentation reviewing the following highlights: <ul style="list-style-type: none"> <li>• Auditors' Responsibility;</li> <li>• Planned Scope;</li> <li>• Interim Update;</li> <li>• Those Charged with Governance Communication.</li> </ul>

## SUMMARY

No.	Topic	Highlights
	<b>2. Operations Update</b>	<p>P. Scott provided an update on the pursuit of the Brandon property, 308 W. Robertson St., Brandon, FL 33511 and the corresponding analysis of the property.</p> <p><b><i>Motion by Beth Pasek for Executive Finance Committee to ask the CBHC Board to grant permission for the Executive Finance Committee to enter negotiations for the purchase of the Brandon location; second by Robin DeLaVergne.</i></b> <b><i>Motion carried (2-0).</i></b></p>
	<b>3. Program Update</b>	<p>M. Negron updated the Committee on the following items under Programs' purview:</p> <ul style="list-style-type: none"><li>• Provider Improvement Plan (PIP);</li><li>• Analysis of FY 23 will begin in December/January</li><li>• Highlights of FY23 Outcomes will be presented at the January Board meeting.</li></ul>
	<b>ADJOURNMENT</b>	The meeting adjourned at 12:31 PM

## MOTIONS

- Motion by Beth Pasek to approve the August 24, 2023 Budget Workshop Meeting Minutes; second by Robin DeLaVergne.***  
***Motion carried (2-0).***
- Motion by Beth Pasek for Executive Finance Committee to ask the CBHC Board to grant permission for the Executive Finance Committee to enter negotiations for the purchase of the Brandon location; second by Robin DeLaVergne.***  
***Motion carried (2-0).***

READ AND APPROVED BY:

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Robin DeLaVergne, CBHC Board Chair and  
Executive/Finance Committee Vice-Chair

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY EXECUTIVE/FINANCE COMMITTEE SPECIAL MEETING MINUTES November 16, 2023 – 2:45 PM

<b>Subject</b>	Executive/Finance Committee Special Meeting		<b>Date</b>	November 16, 2023
<b>Facilitator</b>	Robin DeLaVergne, Chair		<b>Time</b>	2:45 PM
			<b>Actual Time</b>	2:46 PM – 2:48 PM
<b>Location</b>	Children's Board 1002 East Palm Ave. Tampa, FL 33605		<b>Call to Order</b>	The meeting was called to order at 2:46 PM
<b>Board/Committee Members PRESENT</b>	Robin DeLaVergne, Chair Beth Pasek, Secretary/Treasurer Katherine Essrig, Vice Chair		<b>Board/Committee Not Present</b>	
<b>Other Attendees</b>	Rebecca Bacon, E.D. Kristina Austin, Recorder David Adams, Board Attorney	Paula Scott, CBHC Staff Maria Negron, CBHC Staff Dexter Lewis, CBHC Staff Kelly Hickman, CBHC Staff	Tonia Williams, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff John Furr, CBHC Staff	

## SUMMARY

No.	Topic	Highlights
I.	<b>CALL TO ORDER</b>	Robin DeLaVergne, Chair, called the meeting to order at 2:46 PM.  R. DeLaVergne requested K. Austin verify attendance. A quorum was present.
II.	<b>PUBLIC COMMENT</b>	None.
III.	<b>DISCUSSION ITEMS</b>	
	<b>1. Real Estate Contract</b>	D. Adams requested the Executive Committee's approval to seek the CBHC Board approval for the Executive Director and Board Attorney to enter into a Real Estate contract to purchase the building located at 308 W. Robertson St., Brandon, FL 33511 for up to \$1,750,000, plus any additional due diligence and closing costs associated with the property purchase.  <i>Motion by Katherine Essrig for the Executive Finance Committee to seek the CBHC Board's permission for the Executive Director and Board Attorney to negotiate and enter into a Real Estate contract to purchase the building located at 308 W. Robertson St., Brandon, FL 33511 for up to \$1,750,000, plus any additional due diligence and closing costs associated with the property purchase; second by Beth Pasek. Motion carried (3-0).</i>
	<b>ADJOURNMENT</b>	The meeting adjourned at 2:48 PM

## MOTIONS

***Motion by Katherine Essrig for the Executive Finance Committee to seek the CBHC Board's permission for the Executive Director and Board Attorney to negotiate and enter into a Real Estate contract to purchase the building located at 308 W. Robertson St., Brandon, FL 33511 for up to \$1,750,000, plus any additional due diligence and closing costs associated with the property purchase; second by Beth Pasek. Motion carried (3-0).***

READ AND APPROVED BY:

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Robin DeLaVergne, CBHC Board Chair and  
Executive/Finance Committee Vice-Chair