

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

BOARD EXECUTIVE FINANCE COMMITTEE

April 10, 2025 ~ 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

Attendance Verification
Quorum Verification

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 to address 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.

R. DeLaVergne

ACTION ITEMS

1. **Approval:** February 13, 2025 Board Executive/Finance Meeting Minutes

R. DeLaVergne

DISCUSSION ITEMS

1. Executive Director Update
 - Legislative Update
 - Strategic Planning
2. Operations Update
3. Program Updates

R. Bacon

P. Scott
M. Negron

ADJOURNMENT

IMPORTANT DATES TO REMEMBER

Strategic Planning Board Workshop	April 24, 2025	1:00 PM
Regular Board Meeting	April 24, 2025	4:00 PM
Executive/Finance Committee Meeting	May 08, 2025	12:30 PM
Regular Board Meeting	May 22, 2025	3:00 PM
Executive/Finance Committee Meeting	June 12, 2025	12:00 PM
Regular Board Meeting	June 26, 2025	3:00 PM
Budget Workshop	June 26, 2025	2:00 PM
Regular Board Meeting	June 26, 2025	3:00 PM

**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
EXECUTIVE FINANCE COMMITTEE MEETING MINUTES
February 13, 2025 – 12:00 PM**

Subject	Executive/Finance Committee Meeting	Date	February 13, 2025
Facilitator	Robin DeLaVergne, Chair	Time	12:00 PM
		Actual Time	12:04 PM – 12:51 PM
Location	Children's Board 1002 East Palm Ave. Tampa, FL 33605	Call to Order	The meeting was called to order at 12:04 PM
Board/Committee Members PRESENT	Robin DeLaVergne, Chair Katherine Essrig, Vice Chair	Board/Committee Not Present	Andy Mayts Secretary/Treasurer
Other Attendees	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	Daniel Monasterio, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff John Furr, CBHC Staff - absent

SUMMARY

No.	Topic	Highlights
I.	CALL TO ORDER	Robin DeLaVergne, Chair, called the meeting to order at 12:04 PM.
II.	ATTENDANCE VERIFICATION	R. DeLaVergne requested K. Austin verify attendance. A quorum of the Executive Finance Committee was met with 2 members in attendance.
III.	PUBLIC COMMENT	None.
IV.	ACTION ITEM	
	1. January 9, 2025 Executive Finance Committee Meeting Minutes	R. DeLaVergne requested approval of the January 9, 2025 Executive Finance Committee Meeting Minutes Motion (1) <i>Motion by Katherine Essrig to approve the January 9, 2025 Executive Finance Committee Meeting Minutes. second by Robin DeLaVergne. Motion carried (2-0).</i>
	2. Audit Extension for the City of Tampa Housing Authority	D. Monasterio requested approval of the audit extension for the City of Tampa Housing Authority. Motion (2) <i>Motion by Katherine Essrig to approve the audit extension for the City of Tampa Housing Authority. second by Robin DeLaVergne. Motion carried (2-0).</i>

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
EXECUTIVE FINANCE COMMITTEE MEETING MINUTES
February 13, 2025 – 12:00 PM

SUMMARY

No.	Topic	Highlights
V.	DISCUSSION ITEMS	
	1. Executive Director Update	<p>R. Bacon provided an update on the following items:</p> <ul style="list-style-type: none"> • Several Senior Staff members attended the 2025 Florida Association of Children's Councils and Trusts (FACCT) Annual meeting. • Alachua County is the only County that elected to proceed with the tax exemption for the Live Local Act; • A provider forum will be held on February 17, 2025; • The Strategic Planning Workshop is on target for April; • Work has begun on a Provider Survey that will focus on our partnership and input on community needs; • Information from the survey will be used at the April Strategic Planning workshop.
	2. Program Update	<p>M. Negron updated the Committee on several items under Program's purview.</p> <p>The Summer Passports Program:</p> <ul style="list-style-type: none"> • A video was shared with the Executive Committee promoting the Passports Program; • Family Resource Center and Children's Board staff will be conducting registration online; • The Program will have six providers participating this year; • Three of the six providers will provide a week during Spring Break; • During the registration, families are connected with the providers to register the children; • A total of four hundred and ninety-four slots are available this year. <p>The 2025 release season has come to a close;</p> <ul style="list-style-type: none"> • The Uniting Grants will go to the February Board meeting for approval; • Five Summer Services programs are being renewed; • Applications for Summer Services Enhancement assistance grants can be done online using Survey Monkey. <p>A status update was provided on the emergency funding:</p> <ul style="list-style-type: none"> • As of January, no new funding requests have been received; • A discussion occurred regarding moving the balance of funds back into the new program funding, to be used for expansion.
	3. Operations Update	<p>P.Scott updated the Committee on the several Operations items.</p> <p>The new Brandon Family Resource Center on Robertson:</p> <ul style="list-style-type: none"> • Construction Services Inc. (CSI) was selected as the general contractor (GC) for the Brandon buildout; • Approval to proceed with requesting a guaranteed maximum price will be presented to the Board in February; • Once the general contractor provides a proposed project cost, the Board will be asked for approval to proceed with the project.

**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
EXECUTIVE FINANCE COMMITTEE MEETING MINUTES
February 13, 2025 – 12:00 PM**

SUMMARY

No.	Topic	Highlights
	3. Operations Update Cont.	<p>The new Brandon Family Resource Center on Robertson continued:</p> <ul style="list-style-type: none"> • Ninety percent of the construction drawings have been completed; • The GC will begin collecting subcontractor bids to allow them to develop a guaranteed maximum price; • The architect is working with the County to obtain feedback on zoning and permitting issues; • Additional site work has been requested and an analysis of a topographical survey must be completed; • A water leak was identified that appears to have been temporarily fixed. <p>The Brandon Roof Replacement Project;</p> <ul style="list-style-type: none"> • Progress was halted on the repair due to electrical conduit found between the decking and the roofing structure; • The conduit and surrounding mortar joints are deteriorated; • The claims adjuster will be called out to provide recommendations; • More details on the roof replacement will be provided in the future. <p>The dilapidated structure encroaching on the Brandon property:</p> <ul style="list-style-type: none"> • The structure was removed; • A fence can be run along the property now that the structure has been removed. <p>P.Scott advised the Board that we are still actively pursuing properties in Riverview.</p>
	4. Finance Update	<p>D. Monasterio provided the following finance related information:</p> <ul style="list-style-type: none"> • Of the nine contracts requiring amendment of the administrative allocation, two have been executed and the remaining seven are in various stages of development; • The September 30, 2024 audit is nearing completion; • No major issues have been reported on the audit; • An update will be provided by the auditors to the Executive Finance Committee in March with a report given at the March Board meeting.
	ADJOURNMENT	The meeting adjourned at 12:51 PM.

APPROVALS

Motion by Katherine Essrig to approve the January 9, 2025 Executive Finance Committee Meeting Minutes. second by Robin DeLaVergne. Motion carried (2-0).

Motion by Katherine Essrig to approve the audit extension for the City of Tampa Housing Authority. second by Robin DeLaVergne. Motion carried (2-0).

READ AND APPROVED BY:

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