

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

BOARD EXECUTIVE FINANCE COMMITTEE

February 13, 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:** January 9, 2025 Board Executive/Finance Meeting Minutes
2. **Approval:** Audit Extension Request for the Housing Authority – City of Tampa

R. DeLaVergne
D. Monasterio

DISCUSSION ITEMS

1. Executive Director Update
2. Program Updates
3. Operations Update
4. Finance Update

R. Bacon
M. Negron
P. Scott
D. Monasterio

ADJOURNMENT

IMPORTANT DATES TO REMEMBER

Regular Board Meeting	February 27, 2025	3:00 PM
Executive/Finance Committee Meeting	March 13, 2025	12:00 PM
Regular Board Meeting	March 27, 2025	3:00 PM
Executive/Finance Committee Meeting	April 10, 2025	12:00 PM
Strategic Planning Board Workshop	April 24, 2025	1:00 PM
Regular Board Meeting	April 24, 2025	4:00 PM

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY EXECUTIVE FINANCE COMMITTEE MEETING MINUTES January 9, 2025 – 12:00 PM

Subject	Executive/Finance Committee Meeting		Date	January 9, 2025
Facilitator	Robin DeLaVergne, Chair		Time	12:00 PM
			Actual Time	12:02 PM – 12:33 PM
Location	Children's Board 1002 East Palm Ave. Tampa, FL 33605		Call to Order	The meeting was called to order at 12:02 PM
Board/Committee Members PRESENT	Robin DeLaVergne, Chair Andy Mayts Secretary/Treasurer		Board/Committee Not Present	Katherine Essrig, Vice Chair- absent
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 - absent Kelly Hickman, CBHC Staff - absent	Daniel Monasterio, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff John Furr, CBHC Staff	

SUMMARY

No.	Topic	Highlights
I.	CALL TO ORDER	Robin DeLaVergne, Chair, called the meeting to order at 12:05 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. November 7, 2024 Executive Finance Committee Meeting Minutes Motion (1)	R. DeLaVergne requested approval of the November 7, 2024 Executive Finance Committee Meeting Minutes <i>Motion by Andy Mayts to approve the November 7, 2024 Executive Finance Committee Meeting Minutes. second by Robin DeLaVergne. Motion carried (2-0).</i>
	2. Provider Audit Submission Extension for Gulf Coast Jewish Family & Community Services, Inc. Motion (2)	D. Monasterio requested approval of the provider audit submission extension for Gulf Coast Jewish Family & Community Services, Inc. <i>Motion by Andy Mayts to approve the provider audit extension for Gulf Coast Jewish Family & Community Services, Inc. second by Robin DeLaVergne. Motion carried (2-0).</i>

No.	Topic	Highlights
	3. Provider Audit Submission Extension for Lutheran Services Florida, Inc. Motion (3)	D. Monasterio requested approval of the provider audit submission extension for Lutheran Services Florida, Inc. <i>Motion by Andy Mayts to approve the provider audit extension for Lutheran Services Florida, Inc. second by Robin DeLaVergne. Motion carried (2-0).</i>
V.	DISCUSSION ITEMS	
	1. Program Update	M. Negron updated the Committee on the following items under Program’s purview: <ul style="list-style-type: none"> • Staff have completed evaluating programs’ data collected from FY 2024; • Outcome Highlights will be finalized in time for the January Board meeting; <p>Emergency Funding for 2025 is in progress;</p> <ul style="list-style-type: none"> • This allowed us to connect with new providers that have not partnered with the Children’s Board; • Twelve contracts are being processed, with some already completed as they were one-time events; • We allocated \$250,000 and will be giving an update to the Board on what remains of the funds in an upcoming meeting; <p>Work has begun on the Passports Program;</p> <ul style="list-style-type: none"> • Six local attractions have joined us for the Summer program with an increase of slots available for members; • Three of the attractions will also provide a week during Spring Break.
	2. Operations Update	P. Scott updated the Committee on the following Operations items: <ul style="list-style-type: none"> • The Brandon Buildout is continuing and the RFQ has been released; • The Information session was held on December 17, 2024 at the site; • Thirteen firms were in attendance for the session; • The Community Review Team will review the applications and choose which firms they would like to return for an interview; • The selected firm will be presented for Board approval in February. <p>The Brandon Roof Replacement Project is in process:</p> <ul style="list-style-type: none"> • It is proceeding without the skylight installation; • After the approval to proceed with the skylight, the architects informed that it is not necessary to install during the roof replacement and would require new documents to be created that will revise scope and cost more; • Anticipated roof start date start date will be February 3, 2025. <p>P. Scott gave an update on the search for properties to house future Resource Centers:</p> <ul style="list-style-type: none"> • We are still actively pursuing properties in Riverview; • R. Bacon and P. Scott went out to re-inspect a property that was previously removed from the market, which may be a good option; • Leases in Town and Country & North Tampa expire in 2026 and we are looking for opportunities in those areas also.

APPROVALS		
No.	Topic	Highlights
	3. Finance Update	<p>D. Monasterio updated the Committee on the following items:</p> <ul style="list-style-type: none"> • Nine programs have been identified for amendment of administrative indirect allocations; • One of the nine will require full Board approval due to the dollar amount; • Overall impact will be \$243,744; • Funds can be taken from the difference between the recommended up to amount and the final contract amount for all FY2025 continuation contracts. <p>R. Bacon advised the Committee members that staff will be looking at how the other Children’s Services Councils handle administrative indirect rates.</p>
VI.	Reports	
	1. Executive Director Update	<p>R. Bacon provided an update on the Strategic Planning Workshop:</p> <ul style="list-style-type: none"> • It was decided to postpone the Strategic Planning Workshop to allow time to compile community level data for a meaningful discussion; • Board members will be asked during briefings to confirm their potential attendance at an April 24, 2025 workshop; • A Board survey will be conducted prior to the workshop to identify future priorities; • Even though formal strategic planning has not been done in awhile, there has been some expansion to funding for middle school age; • The workshop will allow an analysis of the impact of current funding. • Staff is currently working with Thrive by Five and the Education Funders Workgroup as well. <p>Other information was provided on the following topics:</p> <ul style="list-style-type: none"> • The Florida Association of Children’s Councils and Trusts have released their legislative priorities; • We will be working with them and sharing information with the Board on upcoming legislation; • The ASO will be providing a presentation at the upcoming 2025 FACCT conference to talk about work done supporting housing since 2019.
	ADJOURNMENT	The meeting adjourned at 12:33 PM.

APPROVALS

Motion by Andy Mayts to approve the November 7, 2024 Executive Finance Committee Meeting Minutes. second by Robin DeLaVergne. Motion carried (2-0).

Motion by Andy Mayts to approve the provider audit extension for Gulf Coast Jewish Family & Community Services, Inc. second by Robin DeLaVergne. Motion carried (2-0).

Motion by Andy Mayts to approve the provider audit extension for Lutheran Services Florida, Inc. second by Robin DeLaVergne. Motion carried (2-0).

READ AND APPROVED BY:

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

Provider Audit Submission Extension

Initiator: Daniel Monasterio, Director of Finance

Action: Provider Audit Submission Extension for Housing Authority of the City of Tampa

Date: Executive/Finance Committee Meeting, Thursday, February 13, 2025

Recommended Action

Decision to continue payments to Housing Authority of the City of Tampa

Background

- Board Policy 2.13.E states:
Failure to Submit Audits or Reviews. The approval of the Executive Committee of the Children's Board shall be required to continue payments under the Agreement to any provider who has not furnished the Children's Board with an acceptable audit or review report within 180 days after the close of the provider's fiscal year or before the end of the contract period in the case of newly funded agencies who lack prior audits or reviews as described in "Newly Funded Agencies Without Audits or Reviews" above.
- CBHC received a request for extension from Housing Authority of the City of Tampa on January 27, 2025. Due to the effects of Hurricane Helene, the agency has been granted multiple waivers by the Department of Housing and Urban Development, including an extension to file various financial reports with the department.
- CBHC provided the extension request form to Housing Authority of the City of Tampa which documents the agency's formal request for an extension.
- Housing Authority of the City of Tampa has requested an extension to April 30, 2025, and it should be noted that the agency's contracts with CBHC already contain a special condition giving it an additional 110 days to submit their audit.

Attachments

- A. Request for Extension of Audited Financial Statement Submission
- B. Disaster Waiver from Department of Housing and Urban Development

Children's Board of Hillsborough County

Request for Extension of Audited Financial Statement Submission

Board Policy:

2.13 Audit Requirements

- A. The Agreement between the Children's Board and Funded Agencies. The Agreement between the Children's Board and funded agencies states that for any funded agency's fiscal year ending during the term of the Agreement and for any fiscal year during which revenues or expenditures are recognized by the provider for the program covered by the Agreement, the provider will submit to the Children's Board (within 180 days after the close of the provider's fiscal year) year-end audited financial statements and any related management letters, any related communications or reports on internal control, and any related reports on compliance with laws and regulations.
- B. A Review of the Provider Agency's Financial Statements. A review of the provider agency's financial statements is acceptable for provider agencies with a current fiscal year budget of less than \$300,000.
- C. Newly Funded Agencies without Audits or Reviews. For provider agencies who have not previously received Children's Board funding and who do not have audited or reviewed financial statements, the Children's Board staff may conduct a review of such provider agency's fiscal capacity during the first quarter of the contract period. The Children's Board staff will require that the provider agency put in place a written audit preparation process that includes at least the following items:
 - 1. Preparation of monthly financial statements
 - 2. General ledger (reconciled)
 - 3. Source documents (checks, reconciled bank statements)The written audit preparation process shall be subject to review and written approval by the Children's Board staff.
- D. An Audit or Review. An audit or review (depending on the total agency budget amount for such newly funded agencies) must be completed by the end of the contract period.
- E. Failure to Submit Audits or Reviews. The approval of the Executive Committee of the Children's Board shall be required to continue payments under the Agreement to any provider who has not furnished the Children's Board with an acceptable audit or review report within 180 days after the close of the provider's fiscal year or before the end of the contract period in the case of newly funded agencies who lack prior audits or reviews as described in "Newly Funded Agencies Without Audits or Reviews" above.

Request for Extension:

Agency: Housing Authority of the City of Tampa

Other Agency Information:

Program(s): Youth Success - \$354,621
Building Hope - \$1,215,970
Village Link Up - \$439,987
Building Family Financial Skills - \$99,999

Agency Fiscal Year: April 1, 2023 to March 31, 2024

Audited Financial Statements Due Date: January 15, 2025

Extension Request Date: April 30, 2025

Reason for Extension: Due to the effects of Hurricane Helene, the agency has been granted multiple waivers by the Department of Housing and Urban Development, including an extension to file various financial reports with the department.

Executive Committee Meeting Date - Extension was requested: February 13, 2025



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

November 19, 2024

Mr. Jerome Ryans
Chief Executive Officer
Tampa Housing Authority
5301 West Cypress Street
Tampa, FL 33607

Dear Mr. Ryans:

The Department of Housing and Urban Development (HUD) reviewed the Tampa Housing Authority (THA) request for a waiver of item(s) marked in a checklist submitted pursuant to “Regulatory Waivers and Administrative Flexibilities During a Presidentially Declared Disaster, for Public Housing Agencies During CY 2024 and CY 2025” FR-6438-N-01 (February 5, 2024).

THA is recovering from damage related to Tropical Storm Helene. THA is located in an area encompassed by the applicable Major Disaster Declaration (MDD). THA serves Public Housing and Housing Choice Voucher families and will use the requested flexibilities to better assist families displaced by this natural disaster. This request was submitted by an authorized official and included documentation of the impacts from the tropical storm and the corresponding need for the waivers based on the public housing agency’s (PHA’s) circumstances. Accordingly, HUD finds there is good cause to waive, and hereby waives, the following:

Checklist Item	Flexibility Requested	Waiver Status
Tier 1 Waivers A:	24 CFR 982.201(e) and 960.259: Verification of Date of Birth and Disability Status. Approved for a period of 12 months following the date of this letter.	APPROVED
B:	24 CFR 984.303(d): Family Self Sufficiency (FSS) Contract of Participation, Contract Extension	APPROVED
C:	24 CFR 982.201 (e) and 960.259 (a) (1) and (2) and (c): Eligibility Determination, Income Verification. Approved for a period of 12 months following the date of this letter.	APPROVED
D:	24 CFR 982.206 (a) (2) and 960.206: Waiting List Opening and Closing Public Notice	APPROVED
E:	PIH Notice 2011-65: Timely Reporting Requirements of the Family Report (form HUD-50058) (90 days from effective date of any action recorded on line 2b of form HUD-50058 (or form HUD-50058 MTW)	APPROVED

Checklist Item	Flexibility Requested	Waiver Status
F:	24 CFR 982.516(a)(2) and (3): Family Income and Composition Annual and Interim Examinations for HCV and PBV; 24 CFR 960.259(c): Family Information and Verification for PH and PIH Notice 2023-27	APPROVED
G:	24 CFR 5.703(d)(5): National Standards for the Physical Inspection of Real Estate, Units.	APPROVED
H:	24 CFR 982.503 (c): HUD Approval for Exception Payment Standard Amount. Waiver Cap Listed in FR Notice is 150%.	NOT REQUESTED
I:	24 CFR 982.54(d)(2): Term of Voucher, Extension of Term	APPROVED
J:	24 CFR 982.305 (c): PHA Approval of Assisted Tenancy, When HAP Contract is Executed	APPROVED
K:	24 CFR 982.633(a): Occupancy of Home	APPROVED
L:	24 CFR 982.54 (a): Administrative Plan	APPROVED
M:	24 CFR 982.405 (b) Supervisory Quality Control Inspection	APPROVED
N:	24 CFR 982.312 Absence from Unit	APPROVED
O:	24 CFR 982.455; 983.258 and 983.211(a): Automatic Termination of HAP Contract or Required Removal of Unit from the PBV HAP	APPROVED
P:	24 CFR 982.517 (c): Revisions of Utility Allowance Schedule	NOT REQUESTED
Q:	PIH Notice 2018-1, Section 9: Guidance on Small Area Fair Market Rent (SAFMR) and Payment Standard	NOT REQUESTED
R:	24 CFR Part 985: Section 8 Management Assessment Program (SEMAP)	APPROVED
S:	24 CFR 965.302: Requirements for Energy Audits	NOT REQUESTED
T:	24 CFR 965.507: Review and Revisions of Allowances	NOT REQUESTED
U:	24 CFR 966.5: Posting of Policies, Rules and Regulations	NOT REQUESTED
Tier 2 Waivers A:	24 CFR 5.801 (c) and (d) (1): Uniform Financial Reporting Standards, Filing of Financial Reports, Reporting Compliance	APPROVED
B:	24 CFR Part 902: Public Housing Assessment System	APPROVED
C:	24 CFR 905.306: Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	APPROVED
D:	24 CFR 905.322(b): Fiscal Closeout	NOT REQUESTED
E:	24 CFR 905.314 (b) and (c): Cost and Other Limitations, Maximum Project Cost, Total Development Cost (TDC) Limit	NOT REQUESTED

Checklist Item	Flexibility Requested	Waiver Status
F:	24 CFR 905.314(j): Cost and Other Limitations, Types of Labor	NOT REQUESTED
G:	24 CFR 905.400(i)(5): Capital Fund Formula, Replacement Housing Factor to Reflect Formula Need for Projects with Demolition or Disposition Occurring on or after October 1, 1998, and Prior to September 30, 2013.	NOT REQUESTED
H:	24 CFR 970.15(b)(1)(ii): Demolition/Disposition Applications and Environmental Reviews Performed under 24 CFR Parts 50 and 58	NOT REQUESTED
I:	24 CFR 970.15(b)(2): Cost Estimate for Demo Application	NOT REQUESTED
J:	24 CFR 990.145(b)(2): Dwelling Units with Approved Vacancies	NOT REQUESTED
K.	Waivers that are not identified in this PIH document	NOT REQUESTED

All waiver approvals are for the lesser of (i) the term requested in your submitted waiver request, or (ii) the term limits published in the *Federal Register* notice, unless an alternative limit is provided by HUD in the above chart. If any provision of this waiver or its application to any HUD requirement is made invalid by PHA omission or is no longer needed due to changing circumstances, HUD reserves the right to revoke all or a portion of this waiver at any time.

Should you have any questions, please contact the Disaster Waiver Processing Team at PIHDisasterRelief@hud.gov.

Sincerely,



Richard J. Monocchio
Principal Deputy Assistant Secretary