

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

BOARD EXECUTIVE FINANCE COMMITTEE

May 08, 2025 ~ 12:30 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:** April 10, 2025 Board Executive/Finance Meeting Minutes
2. **Approval:** Second Audit Extension Request for the Housing Authority – City of Tampa

R. DeLaVergne
D. Monasterio

DISCUSSION ITEMS

1. Executive Director
- Legislative Update
2. Programs Update
3. Finance Update

R. Bacon
R. Bacon
D. Monasterio

ADJOURNMENT

IMPORTANT DATES TO REMEMBER

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	August 28, 2025	2:00 PM
Regular Board Meeting	August 28, 2025	3:00 PM
Executive/Finance Committee Meeting	September 11, 2025	12:00 PM
Regular Board Meeting	September 25, 2025	3:00 PM

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

EXECUTIVE FINANCE COMMITTEE MEETING MINUTES

April 10, 2025 – 12:00 PM

Subject	Executive/Finance Committee Meeting	Date	April 10, 2025
Facilitator	Robin DeLaVergne, Chair	Time	12:00 PM
		Actual Time	12:02 PM – 12:45 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 Katherine Essrig, Vice Chair Andy Mayts Secretary/Treasurer	Board/Committee Not Present	
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 - absent Wendy Perez, CBHC Staff

SUMMARY

No.	Topic	Highlights
I.	CALL TO ORDER	Robin DeLaVergne, Chair, called the meeting to order at 12:02 PM.
II.	ATTENDANCE VERIFICATION	R. DeLaVergne requested K. Austin verify attendance. A quorum of the Executive Finance Committee was met with 3 members in attendance.
III.	PUBLIC COMMENT	None.
IV.	ACTION ITEM	
	1. February 13, 2025 Executive Finance Committee Meeting Minutes	R. DeLaVergne requested approval of the February 13, 2025 Executive Finance Committee Meeting Minutes Motion (1) <i>Motion by Andy Mayts to approve the February 13, 2025 Executive Finance Committee Meeting Minutes. second by Katherine Essrig. Motion carried (3-0).</i>
V.	DISCUSSION ITEMS	
	1. Executive Director Update	R. Bacon provided an update on the following items: The April 2025 Child Abuse Prevention Month Event: <ul style="list-style-type: none"> Attendance at the event was higher than anticipated. Maria Negron and Katherine Essrig were thanked for their impactful remarks. Two local Family Support Champions were honored at the event. Video clips of the event were turned into a wonderful collage and shared on social media and with the Executive Committee. Kimberly Romeo was recognized for her talented video compilation.

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

EXECUTIVE FINANCE COMMITTEE MEETING MINUTES

April 10, 2025 – 12:00 PM

SUMMARY

No.	Topic	Highlights
V.	DISCUSSION ITEMS CONT.	
	1. Executive Director Update	<p>The 2025 Legislative Session:</p> <ul style="list-style-type: none"> • Several bills are being monitored concerning ad valorem taxes, school readiness and loosening of restrictions on teen employment hours; • Finance Directors and their Executive Directors attended a FACCT workshop to look at the possible impact of some of the proposed legislation. They will provide their findings in the next few weeks; • Both Rebecca Bacon and Dexter Lewis, Public Relations Director will be attending Children's Week in Tallahassee and meeting with local Representatives. <p>Strategic Planning Workshop:</p> <ul style="list-style-type: none"> • It was recognized that the last strategic planning workshop was held in 2011; • Michele Watson from FACCT will be facilitating the workshop; • The workshop agenda was reviewed with Executive Committee members; • The Provider Survey results will be sent to the Board a week before the workshop and the presentation will be sent a few days before; • The purpose of the workshop is to gather the Board's input on future program investments after reviewing the data compiled from surveys, outcomes, community data, the past town hall meeting, etc.
	2. 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"> • The contract with Construction Services Inc. (CSI), the general contractor (GC), was executed after the Board meeting approval to proceed; • The GMP contract was finalized at \$2,948,585, close to the Board approved amount; • There were items added and removed to ensure we stayed below the Board approved amount. Items that were added focused on safety such as adding additional site lighting, and some design items were reduced to cut costs; • Due to information not provided to the GC at the time, the amount may be reduced further as the plans are fine-tuned; <p>Additional info on the new Brandon Family Resource Center on Robertson:</p> <ul style="list-style-type: none"> • Due to delays in receiving information needed to move forward with permitting, the timeline for significant completion is now the end of October. • The roofing project is ongoing, and we are working with the insurance company and adjuster, the architects, and the contractor to determine what type of roof will be covered by the insurance.

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

EXECUTIVE FINANCE COMMITTEE MEETING MINUTES

April 10, 2025 – 12:00 PM

SUMMARY

No.	Topic	Highlights
V.	DISCUSSION ITEMS CONT.	
	3. Programs Update	M. Negrón updated the Committee on several items under Program's purview. <ul style="list-style-type: none">• Conversations are occurring with early learning providers to discuss their potential to increase capacity;• CBHC has received requests and updates surrounding funding losses providers are experiencing that impact this fiscal year and FY 2026.
	ADJOURNMENT	The meeting adjourned at 12:45 PM.

APPROVALS

Motion by Andy Mayts to approve the February 13, 2025 Executive Finance Committee Meeting Minutes, second by Katherine Essrig. Motion carried (3-0).

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, May 8, 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 April 24, 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 July 31, 2025. It should be noted that this is the agency's second extension request, and that its 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 (first extension); July 31, 2025 (second extension)

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: May 8, 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	24 CFR 5.801 (c) and (d) (1): Uniform Financial Reporting Standards, Filing of Financial Reports, Reporting Compliance	APPROVED
A:		
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