

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

BOARD EXECUTIVE FINANCE COMMITTEE

July 31, 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. Anderson

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;** May 08, 2025 Board Executive/Finance Meeting Minutes
2. **Approval;** Audit Extension for Tampa Museum of Art

R. DeLaVergne
D. Monasterio

DISCUSSION ITEMS

1. Executive Director Update
2. Program Update
3. Operations Update

R. Bacon
M. Negron
P. Scott

ADJOURNMENT

IMPORTANT DATES

Budget Workshop	August 28, 2025	2:00 PM
Regular Board Meeting	August 28, 2025	3:00 PM
Executive/Finance Committee Meeting	September 11, 2025	4:00 PM
Preliminary TRIM Meeting	September 11, 2025	5:01 PM
Regular Board Meeting	September 25, 2025	3:00 PM
Regular Board Meeting	September 25, 2025	5:01 PM

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY EXECUTIVE FINANCE COMMITTEE MEETING MINUTES May 08, 2025 – 12:30 PM

Subject	Executive/Finance Committee Meeting	Date	May 8, 2025
Facilitator	Robin DeLaVergne, Chair	Time	12:30 PM
		Actual Time	12:32 PM – 1:18 PM
Location	Children's Board 1002 East Palm Ave. Tampa, FL 33605	Call to Order	The meeting was called to order at 12:32 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 - absent Dexter Lewis, CBHC Staff Kelly Hickman, CBHC Staff - absent	Daniel Monasterio, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff Wendy Perez, CBHC Staff

SUMMARY		
No.	Topic	Highlights
I.	CALL TO ORDER	Robin DeLaVergne, Chair, called the meeting to order at 12:32 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. April 10, 2025 Executive Finance Committee Meeting Minutes Motion (1)	R. DeLaVergne requested approval of the April 10, 2025 Executive Finance Committee Meeting Minutes Motion by Katherine Essrig to approve the April 10, 2025 Executive Finance Committee Meeting Minutes. second by Andy Mayts. Motion carried (3-0).
	2. Second Audit Extension for the Housing Authority - City of Tampa Motion (2)	D. Monasterio requested approval of the second audit extension for the Housing Authority for the City of Tampa. Motion by Andy Mayts to approve the second audit extension for the Housing Authority for the City of Tampa. second by Katherine Essrig. Motion carried (3-0).

SUMMARY CONT.		
No.	Topic	Highlights
V.	DISCUSSION ITEMS	
	1. Executive Director Update	<p>R. Bacon provided the following brief synopsis of the Strategic Planning Workshop:</p> <ul style="list-style-type: none"> • The Board and staff were recognized for their hard work and participation in the meeting; • Michele Watson, facilitator of the workshop will provide a draft report incorporating the feedback and a list of priorities will be compiled before the June board meeting; • Current guidelines and procedures are being reviewed to identify ways to streamline processes due to the provider feedback survey and public comment; • Implementation of a web based funding application process already piloted may be expanded; • The Strategic Planning process will involve both short term and long term goals related to priorities identified at the workshop. <p>The 2025 Legislative Session has ended but they will be returning to discuss the budget.</p> <ul style="list-style-type: none"> • The only property tax bill to pass involves agricultural exemptions under House Bill 1215.
	2. Program Update	<p>R. Bacon updated the Committee on the following items under Program’s purview as M. Negrón was not in attendance;</p> <ul style="list-style-type: none"> • Summer opportunities were a major concern expressed at the workshop; • M. Negrón worked hard to contact approximately 16 different providers of summer services in the community; • While work is still in process, the Boys and Girls Club has the capacity to provide 422 additional camp slots around the County; • A full report will be forthcoming at the May Board meeting; • Work is finishing up on capacity expansions around early learning and school readiness; • Strategic Initiatives is also working on potential expansions for some of their programs.
	3. Finance Update	<p>D. Monasterio updated the Committee on the following Finance items:</p> <ul style="list-style-type: none"> • A topic of concern at the workshop revolved around the fund balance; • The majority of the fund balance on a year-to-year basis is assigned to fund our commitments to our multiyear grants; • The fund balance reserves have allowed the Children’s Board to spend more in previous years than our incoming tax revenue; • The fund balance will be part of the finance update at the Board meeting; • There is also consideration to increase the administrative indirect rate for agencies in FY2026. <p>The Executive Committee agreed to an increase of the indirect rate for providers from 10% to 12%. No formal motion was made on this item.</p>

SUMMARY CONT.		
No.	Topic	Highlights
V.	DISCUSSION ITEMS CONT.	
	4. Operations Update (not on original agenda)	<p>P. Scott updated the Committee on a previous request for information to purchase a builder's risk policy for the Brandon Family Resource Center buildout;</p> <ul style="list-style-type: none"> • The current general liability coverage allows additional policy coverage at a lower cost to recoup some, but not all damages that we could incur from the build out; • To purchase a full Builder's Risk policy the quote \$34,786; • The builder's risk policy covers the cost of any damages and replacement costs to the site until construction is complete; <p>The Executive Finance Committee agreed that it would be more prudent to proceed with the purchase of the full Builder's Risk policy. No formal motion was made on this item.</p>
	5. Public Relations Update (not on original agenda)	<p>D. Lewis shared information on the Mother's Day event collaborating with the Children's Board Family Resource Centers;</p> <ul style="list-style-type: none"> • The event will occur on May 9, 2025; • The event brings awareness of the Children's Board Family Resource Centers and the "Honor to Mother's of the World" sculpture received from the City of Tampa;
	ADJOURNMENT	The meeting adjourned at 1:18 PM.
APPROVALS		
<i>Motion by Katherine Essrig to approve the April 10, 2025 Executive Finance Committee Meeting Minutes. second by Andy Mayts. Motion carried (3-0).</i>		
<i>Motion by Andy Mayts to approve the second audit extension for the Housing Authority for the City of Tampa. second by Katherine Essrig. Motion carried (3-0).</i>		

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 Tampa Museum of Art, Inc.

Date: Executive/Finance Committee Meeting, Thursday, July 31, 2025

Recommended Action

Decision to continue payments to Tampa Museum of Art, Inc.

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 Tampa Museum of Art, Inc. on June 26, 2025. The agency's audit is currently under final review, which has temporarily impacted its ability to submit the report by the due date.
- CBHC provided the extension request form to Tampa Museum of Art, Inc., which documents the agency's formal request for an extension.
- Tampa Museum of Art, Inc. has requested an extension to September 27, 2025.

Attachments

A. Request for Extension of Audited Financial Statement Submission

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: Tampa Museum of Art, Inc.

Other Agency Information: N/A

Program(s): Children's Board Free Family Days

FY 2024-2025 Program Funding Amount(s): \$57,555

Agency Fiscal Year: December 31, 2024

Audited Financial Statements Due Date: June 29, 2025

Extension Request Date: September 27, 2025

Reason for Extension: Our organization's audit is currently under final review, which has temporarily impacted our ability to finalize and submit the audited financial statements for the year ending 2024. We remain committed to ensuring the accuracy and completeness of our financial reporting and anticipate that the audit process will conclude shortly. A 90-day extension would allow us to deliver the most accurate and compliant submission.

Executive Committee Meeting Date - Extension was requested: July 31, 2025