

**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY  
EXECUTIVE FINANCE COMMITTEE MEETING  
JANUARY 8, 2026 ~ 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 minutes.

R. DeLaVergne

## ACTION ITEMS

1. **Approval:** November 6, 2025 Executive Finance Committee Meeting Minutes
2. **Approval:** Provider Audit Submission Extension – Gulf Coast Jewish Family & Community Services, Inc.

R. DeLaVergne  
D. Monasterio

## DISCUSSION ITEMS

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

R. Bacon  
M. Negron  
P. Scott

## OLD/NEW BUSINESS

## ADJOURNMENT

## IMPORTANT DATES TO REMEMBER

## January

Regular Board Meeting January 22, 2026 3:00 PM

## February

Executive/Finance Committee Meeting	February 12, 2026	12:00 PM
Regular Board Meeting	February 26, 2026	3:00 PM

# CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

## EXECUTIVE FINANCE COMMITTEE MINUTES

### November 6, 2025 – 12:00 PM

<b>Subject</b>	Executive/Finance Committee Meeting		<b>Date</b>	November 6, 2025
<b>Facilitator</b>	Robin DeLaVergne, Chair		<b>Time</b>	12:00 PM
			<b>Actual Time</b>	12:02 PM – 12:38 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 12:02 PM
<b>Board/Committee Members PRESENT</b>	Robin DeLaVergne, Chair Andy Mayts Secretary/Treasurer Katherine Essrig, Vice Chair - absent			
<b>Other Attendees</b>	Rebecca Bacon, E.D. Kristina Austin, Recorder David Adams, Board Attorney - absent	Paula Scott, CBHC Staff Maria Negron, CBHC Staff Dexter Lewis, CBHC Staff Kelly Hickman, CBHC Staff	Daniel Monasterio, CBHC Staff Jamie Robe, CBHC Staff Genet Stewart, CBHC Staff Wendy Perez, CBHC Staff	

## SUMMARY

No.	Topic	Highlights
I.	<b>CALL TO ORDER</b>	Robin DeLaVergne, Chair, called the meeting to order at 12:02 PM.
	<b>ATTENDANCE VERIFICATION</b>	R. DeLaVergne requested K. Austin verify attendance.
	<b>QUORUM VERIFICATION</b>	A quorum was established of the Executive Finance Committee.
II	<b>PUBLIC COMMENT</b>	None.
III.	<b>ACTION ITEM</b>	
	<b>1. August 28, 2025 Board Executive Finance Meeting/ Budget Workshop Minutes</b>	R. DeLaVergne requested approval of the August 28, 2025 Executive Finance Committee Meeting/ Budget Workshop Minutes.  <b><i>Motion (1) by Andy Mayts to approve the August 28, 2025 Executive Finance Committee Meeting/ Budget Workshop Minutes. second by Robin DeLaVergne. Motion carried (2-0).</i></b>
IV.	<b>DISCUSSION ITEMS</b>	
	<b>1. 2025 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
IV.	<b>DISCUSSION ITEMS CONT.</b>	
	<b>2. Executive Director Update</b>	<p>R. Bacon updated the Board on the following items:</p> <ul style="list-style-type: none"> <li>• Work continues on activities related to the Strategic Workplan;</li> <li>• Funding releases are in different stages of the process;</li> <li>• The provider liaison position has been posted;</li> <li>• The small nonprofit grant Request for Applications release will be on the November agenda. The grant will be a simple and streamlined application process;</li> <li>• We will continue to look at data systems analysis for fiscal and have implemented an electronic contract signing process;</li> <li>• A handful of contracts are not executed due to missing insurance requirements;</li> <li>• FACCT, our statewide alliance of Children's Councils and Trusts is analyzing the economic impact of proposed bills concerning property taxes;</li> <li>• An interview with Connecting with Kim occurred recently and property taxes were discussed as part of the show;</li> <li>• The staff organized a food drive for one of our partners to help those impacted by food insecurity;</li> <li>• CBHC has partnered with Hillsborough County government, the School Board, and Feeding Tampa Bay to provide a match grant to support the school food pantry program.</li> </ul>
	<b>3. Operations Update</b>	<p>P. Scott provided an update on the Brandon build-out.</p> <ul style="list-style-type: none"> <li>• Demolition continues, and we are coordinating with the architect, the engineer, and the general contractor to address challenges.</li> <li>• If things continue smoothly, the project could finish from the beginning of April to early May.</li> </ul> <p>The Riverview property is in the negotiation stage. A discussion on signage and future funding availability occurred.</p>
	<b>ADJOURNMENT</b>	The meeting adjourned at 12:38 PM

## APPROVALS

***Motion (1) by Andy Mayts to approve August 28, 2025 Executive Finance Committee Meeting/ Budget Workshop Minutes; 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 Chair

## **Provider Audit Submission Extension**

**Initiator:** Daniel Monasterio, Director of Finance

**Action:** Provider Audit Submission Extension for Gulf Coast Jewish Family & Community Services, Inc.

**Date:** Executive/Finance Committee Meeting, Thursday, January 8, 2026

### **Recommended Action**

Decision to continue payments to Gulf Coast Jewish Family & Community Services, 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 Gulf Coast Jewish Family & Community Services, Inc. on December 19, 2025. The delay is anticipated due to the agency's change in auditors as well as its receipt of required post-award notifications.
- CBHC provided the extension request form to Gulf Coast Jewish Family & Community Services, Inc. which documents the agency's formal request for an extension.
- Gulf Coast Jewish Family & Community Services, Inc. has requested an extension to January 31, 2026.

### **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: Gulf Coast Jewish Family & Community Services**

**Other Agency Information:**

**Program(s): Good Afternoon Friends and Amigos (GAFA), Teen Parenting Engagement Program (TPEP), Padres de Crianza**

**FY 2025-2026 Program Funding Amount(s): GAFA: \$494,451; TPEP: \$319,904; Padres de Crianza: \$331,754**

**Agency Fiscal Year: July 1, 2024 to June 30, 2025**

**Audited Financial Statements Due Date: 12/27/2025**

**Extension Request Date: 1/31/2026**

**Reason for Extension: A delay is anticipated due to a change in auditors as well as receipt of required post-award notifications.**

**Executive Committee Meeting Date – Extension was requested: January 8, 2026**