

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY BOARD EXECUTIVE/FINANCE COMMITTEE FEBRUARY 10, 2022 ~ 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.

Conference Call: 1-813-515-8094

Access Code: 479 204 397#

CALL TO ORDER

Quorum Verification
Attendance Verification

R. DeLaVergne
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 addressing 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 3 minutes.

R. DeLaVergne

ACTION ITEMS

1. **Approval;** October 14, 2021 Board Executive/Finance Meeting Minutes
2. **Approval;** Provider Audit Submission Extension for Lutheran Services Florida

R. DeLaVergne
D. Monasterio

DISCUSSION ITEMS

1. Community Alliance Coordinator Update
2. Department of Children & Families Meeting
3. Community Update
4. Program Updates

K. Parris
K. Parris
K. Parris
M. Negron

ADJOURNMENT

R. DeLaVergne

IMPORTANT DATES TO REMEMBER

Regular Board Meeting	February 24, 2022	3:00 PM
Executive Finance Committee	March 10, 2022	12:00 PM
Regular Board Meeting	March 24, 2022	3:00 PM

**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
BOARD EXECUTIVE/FINANCE COMMITTEE
MEETING MINUTES
October 14, 2021 – 12:00 PM**

Subject	Executive/Finance Committee Meeting	Date	October 14, 2021
Facilitator	Andy Mayts, Chair	Time	12:00 PM
		Actual Time	12:01 PM – 12:24 PM
Location	Children's Board, Colleen Bevis Board Room Conference Call: 1-813-515-8094 Access Code:479 204 397#	Call to Order	The meeting was called to order at 12:01 PM
Board/Committee Members PRESENT	Andy Mayts, Chair Robin DeLaVergne, Vice-Chair- absent Frank Prado, Secretary, Treasurer		
Other Attendees	Kelley Parris, E.D. Kristina Austin, Recorder David Adams, Board Attorney via phone	Paula Scott, CBHC Staff Maria Negron, CBHC Staff	Trish James, CBHC Staff Jamie Robe, CBHC Staff Jan Houser, CBHC Staff

SUMMARY

No.	Topic	Highlights
I.	CALL TO ORDER	Andy Mayts, Board Chair, called the meeting to order at 12:01 PM. A. Mayts requested K. Austin verify attendance.
II.	PUBLIC COMMENT	None.
III.	ACTION ITEMS	
	1. September 16, 2021 Executive/ Finance Committee Minutes Motion (1)	A. Mayts requested approval of the September 16, 2021 Executive/Finance Committee meeting Minutes. <i>Motion by Frank Prado to approve the September 16, 2021 Executive/Finance Committee Meeting Minutes; second by Andy Mayts. Motion carried (2-0).</i>
III.	DISCUSSION ITEMS	
	1. Legislative Update	K. Parris provided a copy of the Capitol Report that outlined two bills that passed earlier in the year: Senate Bill 80 and Senate 96. F. Prado provided insight into some challenges that might occur with the implementation of the bills.
	2. Gun Safety Data	K. Parris informed the Committee that the Sherriff's office was unable to provide pediatric gun violence data as all injuries to children are coded as accidental injury. Due to the amount of man hours and money needed to compile the requested data, it has been requested from area emergency rooms. K. Parris reported there were a total of sixty-four (64) pediatric gun shots reported for 2020 reported by Tampa General Hospital and St. Joseph's Hospital.

SUMMARY

No.	Topic	Highlights
		<p>The data for 2021 has not been gathered at this time but Tampa General Hospital reported the number of pediatric gunshot victims have quadrupled over the last year.</p> <p>F. Prado requested the gun violence data be separated by accidental and intentional gun shots.</p> <p>K. Parris advised the Committee of efforts to obtain gun violence data from Advent Health and expressed the need for a gun safety campaign targeting younger children.</p>
	3. Program Updates	<p>M. Negron provided an update on the following:</p> <ul style="list-style-type: none">• Program Closures;• Outstanding Contracts.
	ADJOURNMENT	The meeting adjourned at 12:24 PM

APPROVALS

1.	<i>Motion by Frank Prado to approve the September 16, 2021 Executive/Finance Committee Meeting Minutes; second by Andy Mayts. Motion carried (2-0).</i>
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READ AND APPROVED BY:

Robin DeLaVergne, CBHC Vice-Chair and
Executive/Finance Committee Chair

Provider Audit Submission Extension

Initiator: Daniel Monasterio, Fiscal Compliance Manager

Action: Provider Audit Submission Extension for Lutheran Services Florida, Inc.

Date: Executive/Finance Committee Meeting, Thursday, February 10, 2022

Recommended Action

Decision to continue/discontinue payments to Lutheran Services Florida, 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 Lutheran Services Florida on January 10, 2022 due to the agency's auditors experiencing delays in obtaining confirmations from several major funding sources.
- CBHC provided the extension request forms to Lutheran Services Florida asking for a formal request and approval in order to proceed with presenting the request to the CBHC Executive Committee.
- Lutheran Services Florida has requested an extension to March 31, 2022. It should be noted that the original audit due date was December 27, 2021 and this request for extension was received after the due date had passed.

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: Lutheran Services Florida

Other Agency Information:

Program(s): Children's Board Family Resource Centers

FY 2021-2022 Program Funding Amount(s): \$2,948,341

Agency Fiscal Year: July 1, 2020 – June 30, 2021

Audited Financial Statements Due Date: December 27, 2021

Extension Request Date: March 31, 2022

Reason for Extension: Due to delays in obtaining confirmations from several major funding sources, the auditors are still in the process of auditing the Schedule of Federal Expenditures of Federal Awards and State Financial Assistance Report for completion of the Single Audit for fiscal year ended June 30, 2021.

Executive Committee Meeting Date – Extension was requested: February 10, 2022