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Juvenile Welfare Board Finance Committee Meeting : 2015 : 07 : 16 : Packet

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JWB FINANCE COMMITTEE MEETING

**MONDAY, JULY 7, 2015
1:30 PM**

**JUVENILE WELFARE BOARD
14155 58TH STREET NORTH
CONFERENCE ROOM 191
CLEARWATER, FL 33760**

MINUTES

I. CALL TO ORDER

JWB STAFF PRESENT: Dr. Marcie Biddleman; Ann Kovarik; Lynn De la Torre; Brian Jaruszewski; April Putzulu; Paul Runyon; Karen Woods; Joyce Sparrow; Judith Warren; Rod Cyr; Laura Peele, Debra Prewitt, Lori Lewis; Karen Boggess; Jamiller Ellis; Shelba Waldron; Diana Carro; Denise Groesbeck

GUESTS: Attorney Colleen Flynn

MEETING WAS CALLED TO ORDER BY MR. BERNIE MCCABE AT 1:32 PM.

Attendee Name	Title	Status
Bob Dillinger	Public Defender	Present
Maria Edmonds	Board Chair	Present
Bernie McCabe, Chair	State Attorney	Present
Michael Mikurak	Board Member	Present
Raymond Neri	Board Member	Present
Susan Rolston	Board Member	Present

I. ACTION

A. Approve Finance Committee Meeting Minutes for June 1, 2015

The Finance Committee unanimously approved the Minutes for June 1, 2015.

ACTION: Mr. McCabe moved to approve the Minutes as written; seconded by Mr. Mikurak; no further discussion; motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bernie McCabe, Board Member
SECONDER:	Michael Mikurak, Board Member
AYES:	Edmunds, Neri, Dillinger

B. Approve Release of Data Analytics and Reporting System Request for Proposals

Mr. Brian Jaruszewski, Chief Financial Officer, read the recommended action to approve release of a Data Analytics and Reporting System Request for Proposals. He explained that JWB has pursued several Information Technology (IT) initiatives over the years that were not 100% successful. Mr. Jaruszewski explained the plan is to release a request for proposals to fund an overlay for the three main JWB data sets: GEMS, SharePoint, and Pinellas County Schools. He said there is a challenge to retrieve data from transactional systems. He explained that staff worked to identify systems related to the strategic plan and tactical plan and completed a cost benefit analysis. He said the process resulted in a decrease in IT costs and the elimination of ineffective data.

Mr. Bob Dillinger asked if the estimated \$275,000 cost was going to be included in the request for proposals.

Mr. Jaruszewski said the specific amount will not be included in the request for proposals. He added that the number is not arbitrary, but based on market research.

Mr. Raymond Neri asked if Mr. Jaruszewski is familiar with any data systems that are capable of providing the overlay.

Mr. Jaruszewski said Pinellas County has a similar system to the type JWB is requesting. He said there were two options: 1) a design-build system that would cost in excess of \$1M and require years of development; or 2) an off-the-shelf customized product.

Mr. Neri asked if JWB does not see a working model, can the funding be pulled.

Mr. Jaruszewski said it is a two-step process: 1) release the RFP and accept proposals; and 2) rank and score the narratives and contact the references. He said it is important to get direct feedback. Companies that submit proposals will be asked to provide oral presentations. They will also be given dummy data to demonstrate how the proposed system operates.

Mr. Neri asked what will happen if the system does not work.

Mr. Jaruszewski said there is contractual recourse.

Mr. Michael Mikurak asked who will maintain the system and if there will be staff training.

Mr. Jaruszewski said there will be a design phase and an implementation phase with low cost maintenance. The on-going maintenance and support will be provided by JWB staff and is already budgeted. He said training will be an acquisition cost provided up front.

Mr. Mikurak said it appears there is a small list of companies that provide overlay systems. He added that the process should not require a lot of development, time, or money.

Mr. Jaruszewski reiterated that the overlay will be for three sets of data: GEMS, SharePoint, and Pinellas County Schools.

Mr. Mikurak said the overlay will only extract data. He asked if the request for proposals was needed or if staff preselect a subset of vendors that provide overlay systems.

Mr. Jaruszewski said there are a limited number of vendors. He explained that at one point there was discussion of completing each phase separately, but a decision was made to complete all phases as one project.

Mr. Mikurak asked if the timeframe can be consolidated in time to be able to work with the group to create the exact formats and streams that are needed.

Mr. Jaruszewski said he expected the contract to be awarded on October 1, 2015.

Mr. Mikurak said we are not talking a lot of money. The biggest issue will be how old the other systems are, getting the data from, and how easy is it to extract the data. He suggested to release the RFP to specific vendors.

Mr. Jaruszewski explained that JWB already has the data schema for the existing sets of data. He said staff can send out the scope of work, but JWB is required to go through a formal process due to the \$50K amount. He explained that the RFP will be released after the July 16, 2015 Board meeting. He expects to bring a funding recommendation to the September 17, 2015 Board meeting.

Mr. McCabe asked why it was necessary to condense the timeframe for the award, since, at the present time staff is capable of extracting the data manually.

Mr. Jaruszewski said extracting the data manually is time consuming.

Mr. McCabe asked how many staff positions will be eliminated once the overlay is in place.

Mr. Jaruszewski said he did not expect to eliminate any staff positions, but will allow existing positions to focus on the analysis of the data and using the data. He said it will shift the work from manual data aggregation to actual analysis and putting the results of the analysis into practice.

Mr. Mikurak would venture a guess that efficiency of gathering data would improve by at least 50%.

Mr. Jaruszewski said improvement would increase roughly 75% or more in terms of efficiency. He said the plan is to allow technology to work for the staff.

Mr. McCabe said data systems have been discussed multiple times over the past years, data programs have been eliminated, and data was being dumped that JWB did not need. He asked at what point staff will know this system is working.

Mr. Jaruszewski said the data that was dumped was not incorporated and used for Board presentations, portfolio and programmatic reviews; there was no reason to store the data sets.

Mr. McCabe said part of the problem in the past is the Board approving these projects but not asking staff to demonstrate whether the projects were successful. He said he would like a commitment from staff to show the Board that the data system is working.

Mr. Jaruszewski said staff will provide a presentation to the full Board.

Mr. Dillinger asked about the JWB staff position at the school system.

Attorney Colleen Flynn said JWB does not have a data position at the school system, but rather a data agreement.

Mr. Jaruszewski said JWB pays for the cost associated with purchasing data.

Attorney Flynn said JWB provides reimbursement costs for data.

Mr. Dillinger asked about the status of the JWB FTE funded position at the school.

Dr. Marcie Biddleman said the position was not appropriate due to the restrictions of the Special Act.

Attorney Flynn added that the schools were not amenable to having a JWB staff person to retrieve data at the school system.

Mr. Jaruszewski said a payment is made for each data request.

Mr. Mikurak asked how the data is passed on to JWB.

Mr. Jaruszewski said it is delivered through SharePoint and uploaded to the Sequel Server. He added there is an ad hoc schedule when data is delivered.

Mrs. Susan Rolston asked about the commitment from Pinellas County Schools to respond to data requests in a timely manner and provide accurate information.

Mr. Mikurak asked if the cost is equal to a full-time equivalent.

Mr. Jaruszewski said the cost breaks out to .2 of one person's time and .5 of another.

ACTION: Mr. McCabe moved to approve the release of the Data Analytics and Reporting System Request for Proposals; seconded by Mr. Bob Dillinger; no further discussion; motion carried.

RESULT: APPROVED [UNANIMOUS]

MOVER:	Bernie McCabe, Board Member
SECONDER:	Bob Dillinger, Board Member
AYES:	Edmunds, Neri, Mikurak

C. Approve Community Out-of-School Time Funding Recommendations

Mr. Jaruszewski read the recommended action to approve the Community Out-of-School Time (COST) Funding Recommendations for up to \$2.65M allocation in FY 2015/2016 for programs in North and Mid-County which is reflective of a \$150K increase over the published amount.

Mr. Jaruszewski briefly described the history of the funding process that began in March 2015. He said JWB received RFP packets from 11 providers with a total of 32 potential COST service locations totaling \$6.2M. He said the recommendations were brought to the Executive Team on June 9, 2015. He reviewed the COST proposal ranking and scoring results spreadsheet.

Mr. Jaruszewski said Mr. Paul Runyon, Director of Community Out-of-School Time Programs, worked with the Pinellas County License Board to determine which programs are required to have child care licenses.

Mr. McCabe questioned the range of the cost per youth, from \$896 to \$3,700.

Mr. Jaruszewski said if the program is funded 100% by JWB, there is a higher cost per participant. Other agencies have funding from alternate sources to lower the cost per participant.

Mr. McCabe asked if JWB was not able to fund the programs, other sources would be funding them.

Mr. Jaruszewski said some programs are funded with grants and in-kind contributions, such as food.

Mr. McCabe asked Mr. Runyon to provide more information.

Mr. McCabe said the bottom line is what the program cost is, no matter where the funding comes from, should be about the same on a per child basis.

Mr. Dillinger questioned the \$3,000 cost per participant funding range in the recommendations.

Mr. Runyon said the current unit cost is higher. He explained that some programs can reduce cost per participant by using other funding sources such as the United States Department of Agriculture (USDA) food program. He explained that Arts4Life is not a total program budget. He said the Ys have a bigger capacity and consequently, lower costs.

Mr. McCabe said the funding will add capacity to existing programs.

Mr. Runyon said the RFP required a reduced participant ratio of 1:15, not 1:25.

Mr. Dillinger questioned the Arts4Life scoring.

Mr. Runyon explained that the Review Team and the Executive Team discussed licensure requirements and a capacity to serve more the 30 participants. He said Arts4Life is a well-received program that serves many children, and the Executive Team recommended the program for funding because they are a licensed operating child care facility.

Mr. Dillinger said the score seems arbitrary.

Mr. Runyon explained that if an out-of-school time program serves children who are in 6th to 8th grade, the site does not require a child care license. A license is required for programs that serve elementary school-aged children.

Mrs. Rolston said a key question is if the sites are licensed because they choose to be or because they must be. She questioned the information provided about the City of Clearwater and the Housing Corporation. She cautioned about opening JWB to criticism.

Mr. Runyon said sites can receive a substantial requirement visit from the licensing board, but a 501(c)3 requires a license if serving elementary school-aged children.

Mrs. Maria Edmonds asked whether all the programs that are recommended meet all the requirements of the RFP.

Mr. Runyon replied yes.

Mr. Runyon said staff is planning to work with Las Pisdas Del Maestro Asambleas De Dios Church to connect them to an enrichment program. He explained that the Urban League proposed enhancements at the Neighborhood Family Centers (NFCs). He added that the Review Team went through long deliberations to determine how to get resources into communities. He said the funding will increase capacity at the Community Out-of-School Time programs from 840 participants to 1,200 participants. If the programs reach the minimum 80% service level capacity requirement, 900 participants will receive services which will be able to serve more and sustain more participants throughout the year.

Mrs. Edmonds asked if the programs were located in at-risk areas.

Mr. Runyon replied yes.

Mr. Neri questioned the lack of funding for the City of Largo and other Mid-County programs.

Dr. Biddleman clarified that there were four or five Mid-County programs recommended for funding.

Mr. Runyon said applications were submitted for multiple Police Athletic League (PAL) programs and one site is recommended for funding.

Mr. Neri asked if the Urban League knows they need to have child care licenses. He asked how a site receives a license.

Mr. Runyon said a site is licensed after it passes a health and safety inspection conducted by the Pinellas County License Board.

Mr. Dillinger commented the chart that was submitted shows JWB increased youth capacity by 387 children divided by \$2.6M equates to \$6,700 per child.

Mr. Jaruszewski clarified that the increase in funding is \$300,000 which is slightly less than \$1,000 per child on a unit basis.

Mr. Dillinger questioned only providing services to only 387 more children.

Mr. Jaruszewski said it is incremental funds from existing service levels costing \$775 per child.

Mr. Mikurak requested to see the split of the actual new funding recommendations.

Mr. Dillinger said he would like a clearer explanation.

Mr. Jaruszewski said it is incrementally cheaper to add a service unit than an entire program.

Mr. Neri added that the larger agencies are more efficient.

Mr. Jaruszewski said it is more efficient to increase the volume of children served.

Mr. McCabe said he is glad to serve more children in North and Mid-County.

Mrs. Rolston requested a mathematical range showing the cost per youth to prevent criticism.

Mr. Jaruszewski said this proposal process has caused staff to rethink what is being requested in proposals.

Mrs. Rolston said there needs to be a comfortable range to determine if the request is a deviation from the norm.

Mr. Runyon said JWB is shifting from unit of service to cost reimbursement to determine how much it costs per child to run an afterschool program. He said historically from the subsidized child care arena the annual cost per child is \$3700 for an average school program.

Mr. Mikurak added that this will change how programs are measured.

Mr. Jaruszewski said it is different to fund a methodology or outcomes. He expressed confidence that the data analysis overlay will provide cost per outcome per participant. He said cost reimbursement looks at cost structure and units of service does not.

Mrs. Rolston said it is important to know if JWB funding child care or school success to determine if the children are getting what JWB is funding.

Mr. Neri asked if agencies in the five high-risk areas are actively recruited to apply for funding.

Mr. Jaruszewski replied yes. The language was written into the RFP, highlighted on the website and we are being very proactive. He said the capital RFP was open to all agencies, not just those funded by JWB.

Mr. Runyon said the main point of COST is to tie the community with the families and children and build capacity and collaboration.

Mr. Neri asked if JWB has access to separate data sources with juvenile justice data or the Sheriff's office.

Mr. Jaruszewski said there is a data collaborative county wide initiative that consolidates from many more data sources for specific cases.

Dr. Biddleman said there are current discussions to determine a better way to access juvenile justice data.

ACTION: Mr. McCabe moved to approve the Community Out-of-School Time Funding Recommendations; seconded by Mr. Mikurak; no further discussion; motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bernie McCabe, Board Member
SECONDER:	Mike Mikurak, Board Member
AYES:	Edmunds, Neri, Dillinger

D. Approve Administrative Services Organization Board Policy Change

Mr. McCabe explained that the action is based on the request to eliminate the \$500,000 agency budget minimum requirement for agencies requesting only programmatic funding and not capital funding.

Mr. Dillinger asked about the ASO reimbursement process.

Mr. Jaruszewski said JWB funds on a cost reimbursement basis and payments are processed and combined into one transaction.

Mr. Dillinger asked if a \$500,000 evidence-based program is more reliable than a \$400,000 program.

Mr. McCabe responded yes.

Mr. Jaruszewski said the original recommendation was to look at the strength of an agency's internal controls as demonstrated through audit reports and make a determination.

Mr. Dillinger said we decided to be arbitrary.

Mr. McCabe said it makes sense.

Mr. Jaruszewski said the goal was to remove the exemption policy.

Mr. McCabe said the policy does not apply to capital funding requests.

Mr. Dillinger said the minutes show the discussion was about exemptions.

Mr. Jaruszewski said the original discussion was based on exemptions.

Mr. Dillinger said there are many good programs with agency budgets under \$500,000 that are not funded by JWB.

Mrs. Edmonds expressed concern that exceptions will not be allowed.

Mr. McCabe said any agency with a total budget under \$500,000 will have to run through an ASO.

Mr. McCabe stated he wanted the policy to be clear that the previously adopted restriction only applies to programmatic funding.

ACTION: Mr. McCabe moved to approve the Administrative Services Organization Board Policy Change to eliminate the \$500,000 agency budget minimum requirement for agencies requesting programmatic funds; seconded by Mr. Neri; no further discussion; motion carried.

RESULT:	APPROVED
MOVER:	Bernie McCabe, Board Member
SECONDER:	Ray Neri, Board Member
AYES:	Edmunds, Mikurak
NAYS:	Bob Dillinger

E. Approve Agreement for Use of Property Tax Collections to Fund Exemption Audit Services

Mr. McCabe announced the action was to approve an interlocal agreement for a third party to collect homestead exemption fraud funds.

Mr. Mikurak said he attended the Mayor's Council meeting where the issue was discussed. He said it is easier for Pinellas County to use a third party collector who is paid a commission.

Mr. McCabe said Pinellas County is requesting an interlocal agreement from all taxing authorities.

ACTION: Mr. Dillinger moved to approve the Agreement for Use of Property Tax Collections to Fund Exemption Audit Services; seconded by Mr. Mikurak; no further discussion; motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Dillinger, Board Member
SECONDER:	Michael Mikurak, Board Member
AYES:	Edmunds, Neri, McCabe

II. Discussion

A. FY 2015/2016 Budget

Mr. Jaruszewski said the FY 2015/2016 preliminary budget will be presented as an Action Item at the July 16, 2015 Board meeting. He provided a detailed budget based on the five-year forecast. He added that the ad valorem revenue was projected at 6.43 percent, but it is 6.78 percent. He said he is not proposing a change to the millage rate.

Mr. Jaruszewski explained that he is budgeting 97% in actual receipts, a slight decrease from the 97.5 percent in the current budget. He said the only grant revenue proposed in the FY 2015/2016 budget is from the Volunteer Income Tax Assistance (VITA) Internal Revenue Service grant. He added that the Intergovernmental Transfer Funds (IGT) are not in the budget.

Mr. McCabe asked if any funds from the BP Oil Spill are included in the budget.

Mr. Jaruszewski replied those funds are not included, and, if any are awarded, it would be considered a windfall.

Mr. Mikurak asked for clarification that no IGT funds are expected.

Mr. Jaruszewski responded that Mr. Mikurak was correct.

Ms. Debra Prewitt, Public Policy Manager, said if any Low Income Pool (LIP) became available it will be less than half of the dollars previously received and will not be allocated to ancillary organization such as JWB.

Mr. Jaruszewski reviewed the FY 2015/2016 expenditures. He said staff took a look at the internal cost structure and was able to reduce JWB costs by a few percentages, even with the IT initiative for the data analytics RFP.

Mr. McCabe asked if the IT arrangement with Pinellas County is working effectively.

Mr. Jaruszewski responded by saying absolutely.

Mr. Jaruszewski added in terms of programmatic expenditures staff met with funded agency providers to identify potential lapses in the current year to determine if they are experiencing changes in actual utilization that would result in a decreased allocation based

on the decreasing need. He said the budget includes \$1.5M in new programming as a part of the Request for Applications (RFA) process with an application due date of July 17, 2015.

Mr. McCabe asked about lapse dollars.

Mr. Jaruszewski responded that currently the projected lapse is \$4M, but he anticipates that the budget amendments in July will reduce that amount. He talked about the \$1M in one time funding for capital or non-operating as compared to last fiscal year of \$2M. He said there was such a strong response last year with a significant demand for capital funding and infrastructure dollars and budgeted another million for next year.

Mr. McCabe asked for clarification, specifically that the Board will be asked to approve a preliminary budget at the July 16, 2015 meeting.

Mr. Jaruszewski responded that in July the Board will approve the preliminary budget that will be presented at the Truth in Millage (TRIM) meetings in September 2015.

Mr. Dillinger questioned the FY 2014/2015 audit that will likely show a pension liability. He proposed that JWB request a letter from the auditors to eliminate the liability since JWB has no control over the matter.

Mr. Jaruszewski said there are two options: 1) to not implement the liability and risk a qualified audit opinion; or 2) accept the one-time paper loss. He added that the liability is only a paper loss on the balance sheet.

Mr. Dillinger said JWB should request a letter from the Government Accounting Standards Board (GASB) to remove the liability.

Mr. Jaruszewski explained that GASB is showing little support because the pension is part of a pool; they may provide as exception. He added that JWB will have more information in December, but he will discuss it with the auditors when they come to JWB in August or September to begin preliminary work.

Adjourned at 2:50 p.m.

Minutes respectfully submitted by Ann M. Kovarik, Department Coordinator