12-18-2018

Juvenile Welfare Board Finance Committee Meeting: 2018: 12: 18: Packet

Juvenile Welfare Board of Pinellas County.

Follow this and additional works at: https://digital.usfsp.edu/jwb_meetings

Recommended Citation

Juvenile Welfare Board Agendas/Minutes. 1008.
https://digital.usfsp.edu/jwb_meetings/1008

This Other is brought to you for free and open access by the Juvenile Welfare Board of Pinellas County at Digital USFSP. It has been accepted for inclusion in Juvenile Welfare Board Agendas/Minutes by an authorized administrator of Digital USFSP.
JWB FINANCE COMMITTEE MEETING

Tuesday, December 18, 2018
2:00 PM

Juvenile Welfare Board
14155 58th Street North
Conference Room 191
Clearwater, FL 33760

I. ACTION
   A. Quality Early Learning Initiative Funding Recommendation
   B. Travel Policy Update
   C. Board Policy Updates
   D. Capital Request for Application Funding Recommendations
   E. Reduction of Surplus Inventory
   F. Fiscal Year 2019 Funding Recommendations

II. DISCUSSION

III. OPEN AGENDA

The Juvenile Welfare Board Finance Committee welcomes input from the public. Public Presentation Procedures are available to assist with addressing the Board. Requests for special funding are not appropriate during the Open Agenda.

IV. ADJOURN

Future Meetings

JWB Board Meeting
Thursday, January 10, 2019 9:00 AM

Notice: These meetings are subject to audio and video recording at any time.
Finance Committee Meeting
December 18, 2018

Quality Early Learning Initiative Funding Recommendation

Item I.A.

Recommended Action: Approve Quality Early Learning Initiative Request for Qualifications (RFQ) Recommendation

Strategic Plan Alignment: School Readiness

JWB’s 2017-2020 Strategic Plan includes Strategy 1.3 to “develop early learning centers that employ best practices in high-risk zones throughout Pinellas County”. In response to this strategy, the Board released a Request for Qualifications (RFQ) for a Quality Early Learning Initiative (QELI) on July 17, 2018 to select the most qualified organization to establish and administer a high-quality early learning site to serve children and families in the Lealman Area. The budgeted amount for this initiative for FY19 is $475,000.

The objectives of the solicitation were to 1) pre-qualify Respondents for a period of two years from the date of approval by the JWB Executive Team and 2) negotiate an agreement with the most qualified Respondent for a period of 19 months, to coincide with the end of JWB’s fiscal year 2020.

JWB received three responses. The Evaluation Committee, which included Karen Boggess, Cheryl Miller, Qian Fan, and Lori Lewis, scored and ranked the responses using the following criteria and weights:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Capacity</td>
<td>40%</td>
</tr>
<tr>
<td>Experience and Qualifications</td>
<td>30%</td>
</tr>
<tr>
<td>Approach to Complete the Scope of Work</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Potential Points</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

From these, the top two highest-scoring Respondents (above 72%), R’Club Child Care, Inc., and YMCA of Greater St. Petersburg, were selected to be interviewed by the Evaluation Committee and re-evaluated using the same criteria and weights shown above. The scores from this round were as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>R’Club Child Care, Inc.</th>
<th>YMCA of Greater St. Petersburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Capacity (40%)</td>
<td>32</td>
<td>38</td>
</tr>
<tr>
<td>Experience and Qualifications (30%)</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td>Approach to Complete the Scope of Work (30%)</td>
<td>24</td>
<td>28.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>86</strong></td>
<td><strong>90.5</strong></td>
</tr>
</tbody>
</table>
The Evaluation Committee recommended to the JWB Executive Team for both Respondents to be pre-qualified and for JWB to enter into negotiations with the YMCA of Greater St. Petersburg. The Executive Team approved the pre-qualification of both R’Club Child Care, Inc., and YMCA of Greater St. Petersburg, and entering into negotiations with the YMCA of Greater St. Petersburg.

JWB staff met with YMCA of Greater St. Petersburg staff David Jezek, the Chief Executive Officer/President, Tim Staley, the Chief Operating Officer, and Michelle Curtis, Vice President of Philanthropy, on November 2, 2018 to negotiate the timeline, program methodology, budget, contract type (cost-reimbursement or fixed unit-price), performance measures, and targeted service levels. The attached draft agreement is the outcome of the negotiation meeting.

The YMCA of Greater St. Petersburg’s proposed QELI site, Lealman YMCA Preschool Academy, is scheduled to open January 7, 2019. The preschool will feature two infant, two toddler, two 2-year old, three 3-year old, and two VPK classrooms. The preschool is a collaboration including Pinellas County, Early Learning Coalition, Pinellas County Schools, YMCA of Greater St. Petersburg, and JWB. Ongoing operation costs for the preschool will be a combination of Early Learning Coalition, YMCA of Greater St. Petersburg Financial Assistance, and private payment from customers.

JWB staff are seeking approval to award an agreement to YMCA of Greater St. Petersburg for an initial period of nineteen months (February 1, 2019 – September 30, 2020) in the amount of $950,000.

Staff Resource: Brian Jaruszewski
Diana Carro
Lorrayne Hayes

Attachments: Draft Quality Early Learning Initiative Agreement
AGREEMENT
Between
THE JUVENILE WELFARE BOARD
and
The Young Men's Christian Association of Greater St Petersburg, Inc.
(OPROV98)
Lealman YMCA Preschool Academy

I. PURPOSE
The Juvenile Welfare Board of Pinellas County, hereinafter referred to as "JWB", and The Young Men's Christian Association of Greater St Petersburg, Inc. (OPROV98), hereinafter referred to as "Provider", enter into this mutual Agreement, including all attachments referred to herein, for the period commencing February 1, 2019 and extending through September 30, 2020. This Agreement does not take effect and JWB has no responsibility for any of its obligations hereunder until this Agreement is executed by all parties to this Agreement.

II. STAFF
Provider agrees to employ staff, at its own expense, to execute services provided in accordance with this Agreement. Such individuals shall not be considered employees of JWB, and are subject to the supervision, personnel practices and policies of the Provider. Unless otherwise approved by JWB, all staff shall meet qualifications as stated in the approved position profile on file at JWB and any approved revisions which are submitted for FY19 funding.

III. SERVICES
Provider provides a high quality learning environment in Lealman for Pinellas County children aged six weeks to five years old using Creative Curriculum and Teaching Strategies Gold as its anchor. Dedicated staff will enhance the social, physical, emotional and educational needs of each child by implementing developmentally appropriate daily activities. Children will also have access to dance, swim lessons and other family events as an enhancement to the curriculum.

Provider agrees to deliver services as stated in the currently approved program methodology on file at JWB and to accomplish performance measures stated in Attachment 2, as determined by JWB, according to service areas stated in Attachment 3, and pursuant to the General Conditions stated in Section VIII and Special Conditions listed in Attachment 1. A program methodology is due for submission thirty (30) days after the effective date of this Agreement (see Attachment 5 for an outline of all document submittals). The Provider shall cooperate with JWB on the process for approval of the program methodology by no later than May 17, 2019. Any proposed changes in service delivery after May 17th must be approved in writing by JWB in advance of making those changes and program methodologies shall subsequently be updated within 30 days of that approval.
IV. FUNDS

The program budget for both JWB and other funds (if any) for accomplishing the above stated services must be approved in the JWB data system or other designated format before payment will commence. JWB agrees to reimburse up to $475,000 for Lealman YMCA Preschool Academy for the period February 1, 2019 through September 30, 2019 for services rendered pursuant to this Agreement. Pending availability of funds and approval by the JWB Board, JWB agrees to reimburse up to $475,000 for the period October 1, 2019 through September 30, 2020 for services rendered pursuant to this Agreement.

V. METHOD OF PAYMENT

1. JWB issues reimbursements in accordance with the FY19 schedule listed on Attachment 4 (or on the preceding working day in case of a holiday). The Provider shall elect to submit a request for payment at a minimum either every other week or once a month. Reimbursements shall be made on pace throughout the fiscal year in order to allow for a consistent and orderly delivery of services. Reimbursement requests shall be submitted timely and only for amounts actually incurred that should properly be reimbursed per this Agreement within reasonably needed amounts based on the budget and other funding sources. Request for payment must be accompanied by the appropriate documentation as prescribed by JWB.

2. Requests for advance funds may be made, consistent with JWB policy.

VI. TERMINATION

1. It is the intent of JWB to ensure a consistent and orderly delivery of services. It is the further intent of JWB to terminate Agreements in those situations where such action is essential to the protection of its interests and the interests of children and families served by JWB, as determined solely by JWB.

2. In the event funds to finance this Agreement become unavailable, JWB may terminate the Agreement upon no less than twenty-four (24) hours' notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

3. JWB shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide thirty (30) days' notice for termination due to lack of funds. JWB shall be the final authority as to the availability of funds and extension of notice beyond the minimum time herein stated.

4. In addition to the rights as set forth in paragraph VI. 2 above, this Agreement may be terminated by JWB for any reason whatsoever upon twenty-four (24) hours written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

5. Provider shall only be compensated for services performed prior to the termination date. Provider may only terminate this Agreement upon thirty (30) days' written notice to JWB delivered in person, by facsimile or by US mail, return receipt requested.

6. The above provisions shall not limit JWB's right to remedies at law or to damages.

VII. COMMENCEMENT OF PAYMENT

Unless specifically authorized by JWB, payment shall not be made for services rendered prior to the effective date of this Agreement.
VIII. GENERAL CONDITIONS

1. Agreement Revisions

This Agreement and its attachments constitute the contractual relationship between the Provider and JWB. If there is any discrepancy between program-related documents, this Agreement preempts all other documents. No amendment to this Agreement or its attachments may be made without the prior written approval of JWB and Provider, except as may be provided in General Condition #4.

2. Fiscal Responsibility

a. Provider agrees to maintain books, records and documents in accordance with generally accepted accounting principles and practices which accurately and appropriately reflect all expenditures of funds listed in the approved budget on file at JWB.

b. Provider agrees to submit Program Statement of Financial Activities reports within thirty (30) days following the end of each quarter of JWB's fiscal year. Provider agrees that all financial records and supporting documentation shall be subject at all times to inspection, review, or audit by JWB personnel or its duly authorized agent.

c. Provider agrees to maintain and file with JWB in a timely fashion reports related to services provided under this Agreement.

d. Provider agrees to retain all financial records, supporting documentation, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, all records shall be retained until resolution of audit findings.

e. Payments during Disaster Recovery: JWB agrees to support funded programs that are unable to provide normal services for a period of at least sixty (60) days after a disaster has been declared, provided the program agrees to comply with requests of JWB and Recover Pinellas. This period may be extended at the discretion of the Board upon recommendation of the Chief Executive Officer. Provider must file an insurance and FEMA claim and shall reimburse JWB for any amounts received from FEMA and insurance that have previously been funded by JWB. The Provider must submit to JWB a copy of the Provider's Continuity of Operations Plan within thirty (30) days of the effective date of this Agreement.

f. Provider shall provide supporting documentation (Board meeting minutes, etc.) for all salary adjustments. JWB shall not reimburse more than two weeks of accrued leave for terminating employees. JWB shall not reimburse expenses not previously approved by JWB.

3. Audit and Management Letter

The Provider agrees to submit to JWB an independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s) immediately upon receipt by the Provider's board, but within a period not to exceed one hundred and eighty (180) calendar days of the close of the Provider's fiscal year. The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accountants.

The Provider's auditor shall not provide any non-audit service to an issuer contemporaneously with the audit, including:
(1) bookkeeping or other services related to the accounting records or financial statements of the audit client;
(2) financial information systems design and implementation; (3) appraisal or valuation services, fairness
opinions, or contribution-in-kind reports; (4) actuarial services; (5) internal audit outsourcing services; (6) management functions or human resources; (7) broker or dealer, investment adviser, or investment banking services; (8) legal services and expert services unrelated to the audit.

The Provider is required to engage an audit firm that follows Government/Non-Profit Audit Standards when conducting the financial audit and that shows evidence of a peer review report completed every three years.

4. Other Financial Support

a. Provider shall report within ninety (90) calendar days any major changes in non-JWB revenue which would impact targeted service levels in JWB funded programs during the fiscal year.

b. JWB funds shall not be used for expenditures also funded by other sources. JWB funds shall not be used to supplant other sources of revenue.

c. Generally, JWB encourages use of its funds as financial match for securing funds from other sources. However, in such instances, Provider is required to obtain prior written approval to submit an application with JWB committed funds.

d. Revenues earned in a JWB funded program must remain in that program as a condition of funding.

5. Program Monitoring

Provider agrees to submit monitoring, site visit, accreditation and licensing reports supplied by funding, accreditation and licensing entities, as applicable, to JWB upon Provider receipt. Provider agrees to submit progress reports and other information in such format and at such times as may be prescribed by JWB (including JWB Databases, JWB Secure Portals and Provider specific data collection systems), and to cooperate in monitoring activities including, but not limited to, access to sites, staff, fiscal and participant records, logs, participant rights and responsibilities policies, participant handbooks, grievance and complaint procedures and the provision of related participant and participant rights information. Provider shall maintain and have available for audit inspection participant records for five years post termination of services. Provider agrees to cooperate with the JWB Funded Program Monitoring policy and procedures.

Provider agrees to provide JWB representatives access, without presence of the Provider supervisor, to staff or program participants during any monitoring with or without advance notice. Programs charging a fee for services supported by JWB funding must forward a copy of the fee schedule to JWB. Lead agencies are responsible for monitoring subcontracts funded by JWB unless otherwise specified in a Special Condition of this Agreement.

Program staff shall adhere to JWB's Data Quality Manual and JWB's Financial Policies and Procedures for Funded Programs, and all staff who have any responsibility (supervisory or direct) for data entry shall be trained within thirty (30) calendar days of hire. The Provider is responsible for maintaining written policies and procedures for providing data to JWB in a timely manner. The Provider is responsible for reviewing JWB Database and JWB Secure Portal User Access to ensure that all users are active employees with access to appropriate data systems and modules. The Provider shall notify support@mosaic-network.com for GEMS support and help@jwpinellas.org for JWB Secure Portal support. Provider shall notify the JWB Program Consultant and complete the designated form immediately upon involuntary termination and within five (5) business days upon voluntary separation or whenever a Provider staff person's access must be inactivated due to the reasons outlined in JWB's Data Quality Manual. The Provider is responsible for implementing appropriate procedures into their data policies to protect data and prevent accidental or malicious disclosure of participant
information. The Provider is responsible for maintaining fiscal workflow approval prior to creation of a program budget.


Within thirty (30) calendar days of approval or a change of Board composition, Provider shall submit to JWB an updated list of Board Members to include the E-mail and physical address, phone number and place of employment of the Board Chair.

Submission of Provider policies and procedures regarding Board review of Provider finances shall be required within thirty (30) calendar days of this Agreement and upon revision and approval by the Provider's Board.

Training of new board members by an external trainer is required prior to issuance of a funding contract or by August 1st of the current fiscal year, whichever occurs first. Training must consist of the following topics: non-profit governance, fiduciary risks, and liabilities. Documentation of this training shall include an outline of topics covered, the Board members in attendance and who provided the training. Providers that are governmental entities, higher education institutions, and hospitals are exempt from this policy.

7. Nondiscrimination

Providers receiving funding from JWB shall not discriminate against an employee, volunteer, or participant of the Provider on the basis of race, color, gender, religion, national origin, citizenship, disability, marital status, age, veteran status, sexual orientation, pregnancy, and genetic information, or any other legally protected category except that programs may target services for specific participant groups as defined in the application. Additionally, Providers receiving funds shall demonstrate the standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, and ethnic backgrounds.

8. Publicizing of JWB Support - Endorsements

Requests for endorsements that require a commitment of JWB resources shall be submitted to the JWB Board for its consideration. However, endorsements, which do not require JWB resources may be given to those Providers that support the focus and priorities of the JWB Board, at the discretion of the JWB Chief Executive Officer. JWB's logo must be present on the following Provider materials as an acknowledgement of support:

- Annual Report
- Program Brochures
- Program stationery

JWB's logo may not be used on any other publications requiring JWB resources without JWB approval. However, if a publication does not require a monetary commitment or indicate sponsorship, use of the JWB logo may be authorized at the sole discretion of the JWB Chief Executive Officer.

9. Publications

Provider agrees to supply JWB, without charge, up to three (3) copies of any publication developed in connection with implementation of programs addressed by this Agreement. Such publications will state that the
program is supported by JWB. Provider agrees that JWB will have unlimited use of copyrighted materials developed under this Agreement and Provider will be notified by JWB when this occurs.

10. Assignments and Subcontracts

Provider shall not assign the responsibility of this Agreement to another party nor subcontract for any of the work contemplated under this Agreement, unless so specified in the approved budget on file at JWB, without prior written approval of JWB. No such approval by JWB of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation by JWB in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject as applicable to the General Conditions of this Agreement and to any conditions of approval that JWB shall deem necessary. Subcontracts shall be submitted to JWB within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment and execution thereafter.

11. Confidential Information

Provider must follow all laws regarding confidentiality of information including, but not limited to, HIPAA. Provider shall not use or disclose any information which specifically identifies a recipient of services under this Agreement, and shall adopt appropriate procedures for employees' handling of confidential data with the following exceptions: a) such information may be revealed as may be necessary to conform to Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this Agreement; b) such information may be revealed as may be necessary pursuant to applicable federal, state, or local law and related regulations; and c) such information may be revealed with the written consent (authorization) of the recipient, or the recipient's responsible parent or guardian, where authorized by law. Provider is responsible to adopt appropriate policies, notifications, authorizations, and other relevant information that allows for the sharing of confidential information with JWB.

Providers shall adhere to JWB's written statement of purpose for collection of confidential data in compliance with Section 119.071(5), Florida Statutes. Provider must distribute a copy of this statement to recipients of JWB-funded programs and services and obtain the signature of the recipient or recipient's responsible parent or guardian. A copy of this signed statement must be maintained in case files for each participant for whom confidential data is collected. Once executed, this signed statement does not require subsequent renewal.

The Provider shall also maintain in participant files a completed copy of a JWB-approved form for authorizing client consent to release information for each participant receiving services. As allowed by law and Provider policy, the Provider shall add JWB to consent forms including HIPAA consent forms to facilitate data sharing and implement the Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this Agreement and advise JWB within two (2) business days if a participant has withdrawn consent to share data and note this withdrawal of consent in the case file. JWB has full discretion as to the use of data and JWB owns all data once transferred to JWB.

In no event should participant identifying information ever be emailed or faxed to JWB.

In the event of an improper disclosure of participant information by Provider, Provider shall inform JWB of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. Provider shall cooperate fully with JWB and take all necessary steps to correct and remedy any damage caused by the Provider's improper disclosure and to prevent future improper disclosure. Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure of any
confidential information as defined by law including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remediing the disclosure. Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119. This provision shall survive the termination of this Agreement.

Likewise, in the event of an improper disclosure of Provider's participant information by JWB, JWB shall inform Provider of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. JWB shall cooperate fully with Provider and take all necessary steps to correct and remedy any damage caused by JWB's improper disclosure and to prevent future improper disclosure. JWB shall defend, indemnify and hold harmless Provider from any and all damages caused by JWB's improper disclosure and any and all costs associated with remediing the disclosure subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28.

12. Public Records

JWB is a public entity subject to Florida's Public Records Law, which includes provisions relating to records retention, production and confidentiality. For purposes of this section, Provider is also referred to as Contractor.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Juvenile Welfare Board of Pinellas County
14155 58th St. No., Ste. 100
Clearwater, FL 33760
(727) 453-5600
communications@jwbpinellas.org

Contractors acting on behalf of JWB must comply with 119.0701 and must:

a. Keep and maintain public records required by JWB to perform the service.
b. Upon request from JWB's custodian of public records, provide JWB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in F.S. 119 or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
d. Upon completion of the contract, transfer, at no cost, to JWB all public records in possession of Contractor or keep and maintain public records required by JWB to perform the service. If the Contractor transfers all public records to JWB upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored
electronically must be provided to JWB, upon request from JWB's custodian of public records, in a format that is compatible with the information technology systems of JWB.

In addition, Contractors should be aware that Social Security numbers are confidential and exempt from disclosure (119.071(5)) and personal identifying information of a child or the parent or guardian of the child held by JWB or service provider under contract with JWB is exempt from disclosure (125.901(11)). There are many other exemptions in the law that Provider should be cognizant exist. However, for all Providers, any and all contracts between JWB and Provider, program methodology, budgets, requests for reimbursements, emails, other written correspondence and any other documents exchanged between the Provider and JWB are generally public records and will be disclosed in the sole discretion of JWB and must be retained in accordance with Florida's record retention policy. Providers should not provide any documents to JWB containing Trade Secrets, as defined by F.S. 812.08, or exempt or confidential and exempt information to JWB without specifically marking such document. By submitting any documents or information whatsoever to JWB, Provider agrees that JWB may use and disclose all information and documents submitted for any purpose JWB sees fit and that it is within JWB's sole discretion to determine if any information submitted is exempt from disclosure.

Any Provider who receives a Public Records request for records pertaining to JWB or services funded by JWB, must advise JWB within two (2) business days of the records request and JWB and Provider will work together to respond to any such request. This provision shall survive termination of this Agreement.

13. Return of Funds

Provider agrees to return to JWB any overpayment due to costs not incurred or costs disallowed pursuant to the terms of this Agreement and such funds shall be considered JWB funds and shall be refunded to JWB in accordance with its instructions. Should Provider fail to return said funds, Provider shall be responsible for all costs and fees of collection incurred by JWB - including, but not limited to attorney fees and court costs including any pre-suit collections fees and costs. This provision survives termination of this Agreement and return of funds for overpayment or disallowance will be required even if the overpayment or disallowance is discovered after this Agreement is terminated.

14. Special Situations and Incidents

Provider agrees to inform JWB within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Participant incidents are required to be reported for situations that occur only while under the Provider's care and includes anything that may reflect negatively or critically upon JWB.

Critical Incidents are defined as follows:

Abduction - An incident in which an individual who does not have care and custody of a child has taken the child. Concerns of child abductions shall immediately be reported to the appropriate law enforcement personnel.
Abuse or Neglect - Reasonable cause to suspect that a child has been harmed or is believed to be threatened with harm from a person responsible for the care of the child.

Breach of Information-Sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so.

Employee Arrest - Employee conduct or activity that results in potential liability to the Provider or JWB; death or harm to a participant; or results in a law violation, including falsification of official records. If an arrest is made for a potentially disqualifying offense under Level 2 background screening requirements, or if the arrest occurred while in the performance of an employee's official duties, the incident should be reported immediately.

Investigation or Lawsuit - Any formal investigation or legal action brought against Provider which relates to the services funded by JWB or which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement.

Media Coverage or Public Inquiry - Media coverage or public reaction that may have an impact on the Provider or JWB's ability to protect and serve its participants, or other significant effect on the Provider or JWB.

Participant Death - The death of any participant receiving JWB services, regardless if the death occurred while under Provider's care.

Participant Illness - An illness of a participant requiring a response by Emergency Medical Services AND transport to a medical facility due to the severity of the illness while participant is attending the program.

Participant Injury - A medical condition of a participant requiring a response by Emergency Medical Services AND transport to the hospital due to the severity of the injury while the participant is attending the program.

Note in both instances of Participant Illness and Participant Injury the parents may use Emergency Medical Services as transportation to the hospital - if it is used solely for this purpose an incident report is not required. In the event that the participant leaves the program and requires emergency care due to an injury or illness incurred at the program, an incident report should be complete when the program becomes aware.

Sexual Battery - An allegation of sexual battery involving a participant or employee as evidenced by medical evidence or law enforcement involvement. Sexual battery includes participant on participant incidents, employee on participant, and participant on employee.

Suicide Attempt - An act which clearly reflects the physical attempt by an active participant to cause his or her own death, which results in bodily injury requiring medical treatment by a licensed health care professional.

In addition, the Provider shall notify JWB immediately upon knowledge of any action or incident involving Provider staff or volunteers that could potentially jeopardize the terms of this Agreement which includes misconduct, malfeasance during working hours, or any conduct that results in the arrest of a staff member or volunteer after hours.

Within one (1) business day, the Provider must submit electronically a completed Incident Report to IRreviewteam@jwbpinellas.org with full details and disposition of the incident, excluding identifying information such as name, date of birth, and address. In the event of a participant death please contact by phone the JWB Chief Operating Officer within three (3) hours of knowledge of the incident.
All E-mail communications made or received by JWB members or staff are considered public records and are retained and, upon request, made available to the public and media in accordance with Chapter 119, Florida Statutes.

Provider must adhere to the reporting requirements hereunder after the termination of this Agreement if Provider becomes aware of a Critical Incident after the termination of the Agreement if the Critical Incident occurred during the term of the Agreement and/or relates to the services funded by JWB.

15. Provider Staff Membership on Board

Provider agrees that Provider staff shall not serve as voting members of the Provider's governing board.

16. Waiver

JWB reserves the right to waive requirements of this Agreement and General Conditions where warranted by special circumstances. Any waiver shall be in writing and signed by JWB.

17. Provider & Program Data Maintained In 2-1-1 Database

Provider agrees to maintain accurate and up-to-date Provider and program data in the 2-1-1 Tampa Bay Cares database. The Provider will review and update (as necessary) this data at least once annually. The Provider will list data for newly funded program(s) within thirty (30) calendar days of the date that JWB funds the program. This requirement applies to all programs accepting 2-1-1 referrals.

18. Provider Staff Background Checks

All program staff and Provider staff (including employees, independent contractors and staff of subcontractors), volunteers and those who may have access to youth participants supported through JWB funding are required to undergo and pass a national Level 2 background check that complies with the standards set forth in F.S. 435. Those individuals must have no disqualifying offenses listed in Florida Statute 435.04. for which they have not received an exemption in accordance with Florida law. All staff and volunteers must continue to qualify to pass a Level 2 screening at all times and must notify their employer if at any time they no longer qualify to pass a Level 2 screening. Proof of Level 2 background clearance, including current executed affidavits/attestations of good moral character, must be maintained at all times in the appropriate files and the screening repeated every five (5) years or more often in accordance with law or as requested by JWB. This requirement applies to employees regardless of the funder supporting the position and all volunteers and subcontractors who may have access to youth. Volunteers and subcontractors who assist on an intermittent basis for less than ten (10) hours per month do not have to be screened if a person who meets the screening requirement of this section is always present and has the volunteer and subcontractor within his or her line of sight. The Provider is required to clearly document which volunteers meet the criteria for a Level 2 background screening and affidavits of good moral character, and which are exempt according to the terms of this Agreement. The Provider's policy and practice for background screening must provide for adequate protection and must comply with all applicable laws and implementing regulations including, but not limited to F.S. 435.

The Florida Department of Children and Families provides an exemption process under this statute. JWB does not provide an exemption or waiver process.
Should a Provider not be statutorily authorized to receive a national Level 2 background check in accordance with F.S. 435, the Provider must still comply with the standards set forth in F.S. 435 through VECHS background screening. Only in the event the Provider does not qualify to receive a national Level 2 background check in accordance with F.S. 435 and is not eligible to participate in VECHS, then the Provider must engage a third party vendor to conduct a national background check and must comply with the standards as set forth in F.S. 435.

Providers using VECHS, or any other third party vendor which does not allow the release of background screening results to JWB, must sign and provide to JWB an affidavit which ensures compliance with the entirety of this section. This affidavit must be renewed and submitted annually within thirty (30) days of the effective date of this Agreement and upon change of staff in this position. Provider must also provide a written procedure within thirty (30) days of the effective date of this Agreement which outlines the process by which compliance is ensured with the entirety of this section.

Provider agrees to submit to monitoring of personnel and volunteer files and other required documents to ensure compliance with this section. Monitoring will include, but not be limited to, review of training logs, position descriptions, applications, resumes and Provider verification of staff credentials. Providers shall not release PHI to JWB and shall keep this information separated from personnel and volunteer files. Parental consent for JWB monitoring activities must be evident in the personnel and volunteer files of minor children.

19. Attendance

Provider is required to keep attendance records. If Attachment 2 requires a program to track participant attendance, attendance may be tracked in the JWB Database or other approved data system.

20. Link to JWB's Websites

Provider website shall include links to the JWB website (www.jwbpinellas.org) and include the JWB logo.

21. Drug-Free Workplace

The Provider shall have and enforce a Drug and Alcohol Free Workplace Policy. This policy shall be submitted to JWB within thirty (30) calendar days of the execution of this Agreement.

22. Public Entity Crimes

Per Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with a public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

23. JWB Policies and Procedures

Provider agrees to follow all JWB policies and procedures which can be located on the JWB website at
www.jwbpinellas.org and which are incorporated into this Agreement in their entirety. Said policies include, but are not limited to, all Board policies, funding policies, JWB Financial Policies and Procedures for Funded Programs, research policies, security policies, JWB Data Quality Manual and policies that may be promulgated by JWB within its sole discretion from time to time. JWB reserves the right to change these policies from time to time within its sole discretion. JWB will provide a minimum of thirty (30) calendar days' notice to the Provider and it is the responsibility of the Provider to be in compliance with all policies and procedures at all times.

Provider is encouraged to provide certification of current accreditation by a recognized national accrediting body appropriate to the programming funded by JWB.

Regardless of accreditation, the Provider must meet the highest professional standards established through its specific field.

24. Conflict of Interest

The Provider must have no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Provider further represents that no person having any such interest shall be employed by the Provider during the Agreement term and any extensions.

The Provider shall promptly notify JWB, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Provider's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Provider may undertake and request an opinion of JWB as to whether the association, interest or circumstance would, in the opinion of JWB, constitute a conflict of interest if entered into by the Provider. JWB agrees to notify the Provider of its opinion, by certified mail, within thirty (30) days of receipt of notification by the Provider.


The Provider will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of the Provider and JWB, the following MINIMUM limits of basic insurance coverage with responsible companies, eligible to do business in the State of Florida, which maintain a rating of A-(IX) or higher with A.M. Best.

a. Worker's Compensation

<table>
<thead>
<tr>
<th>Part One:</th>
<th>&quot;Statutory&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Two: Each Accident</td>
<td>$500,000</td>
</tr>
<tr>
<td>Disease - Policy Limit</td>
<td>$500,000</td>
</tr>
<tr>
<td>Disease - Each Employee</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

Such insurance shall be no more restrictive than that provided by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than any endorsements required by NCCI or the State of Florida. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law.
b. **Commercial General Liability**

   - General Aggregate $3,000,000
   - Products/Completed Operations Aggregate $3,000,000
   - Personal and Advertising Injury $3,000,000
   - Each occurrence $3,000,000

Such insurance shall be no more restrictive than that provided by the latest edition of the standard Commercial General Liability Form (Form CG 00 01) as filed for use in the State of Florida by the Insurance Services Office (ISO) without any restrictive endorsements other than any endorsements specifically required by ISO or the State of Florida.

JWB and its officials, officers and employees shall be included as an "Additional Insured" on the Commercial General Liability coverage a form no more restrictive than ISO form CG 20 10 (Additional Insured - Owners, Lessees, or Provider).

c. **Automobile**

   - Combined Single Limit $5,000,000

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of the standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in the performance of the work under this Agreement.

d. **Excess or Umbrella Insurance:**

   All required limits of insurance may be satisfied by the use of any combination of primary and excess/umbrella liability insurance coverages. All Certificates of Insurance for umbrella and excess liability policies should clearly indicate which underlying policies such excess or umbrella liability policies are applicable to on an excess basis.

e. **Evidence of Insurance:**

Provider shall not commence work until the required insurance is in force and evidence of insurance meeting all of the requirements set forth herein has been provided to JWB.

JWB at all times reserves the right to request such additional documentation and evidence of insurance as in its sole discretion it may require and the Provider hereby agrees to provide same. An appropriate Certificate of Insurance signed by an authorized representative of the insurer shall be satisfactory evidence of insurance. With respect to the Commercial General Liability, an appropriate Certificate of Insurance signed by an authorized representative of the insurer, and copies of the actual additional insured endorsement(s) as issued on the policy(ies), shall be satisfactory evidence of such insurance.

The evidence of insurance provided by Provider must include a disclosure of the amount(s) of all deductibles or self-insured retentions applicable to any policy of insurance required under this section.
Until such insurance is no longer required by this Agreement, Provider shall provide JWB with renewal or replacement evidence of insurance at least fifteen (15) days prior to the expiration or termination of such insurance.

Notwithstanding the prior submission of a Certificate of Insurance, copies of endorsements, or other evidence initially acceptable to JWB, if requested by JWB, Provider shall, within thirty (30) days after receipt of a written request from JWB, provide JWB with a certified copy(ies) of the policy(ies) providing the coverage required herein. Provider may redact or omit, or cause to be redacted or omitted, those provisions of the policy or policies which are not relevant to the insurance required herein.

f. **Notice of Cancellation:**

All required policies must be endorsed to provide JWB with thirty days prior notice of cancellation.

**Primary and Non-Contributory:** The insurance provided by the Provider shall apply on a primary basis to and shall not require contribution from, any insurance maintained by JWB. Any insurance or self-insurance maintained by JWB shall be in excess of, and shall not contribute with, the insurance provided by Provider.

**Deductibles/Self-Insured Retentions:** Except as otherwise specifically authorized in this Agreement, no deductible or self-insured retention for any insurance required of Provider pursuant to this Agreement will be allowed. To the extent any required insurance is subject to any deductible or self-insured retention (whether with or without prior approval of JWB), Provider shall be solely responsible for paying any such deductible or self-insured retention.

**Non-Waiver/Remedies:** Compliance with these insurance requirements shall not limit the liability of Provider, its subcontractors, sub-subcontractors, employees or agents. Any remedy provided to JWB or JWB’s officials, officers or employees by the insurance provided by Provider shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of Provider) available to JWB under this Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by Provider shall relieve Provider from the responsibility to provide insurance as required by this Agreement.

Provider shall provide JWB with renewal or replacement evidence of insurance at least fifteen (15) days prior to the expiration or termination of such insurance.

26. **Insurance Requirements - Additional Coverages**

The Provider will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of the Provider and JWB, the following MINIMUM limits of additional insurance coverage with responsible companies, eligible to do business in the State of Florida, which maintain a rating of A-(IX) or higher with A.M. Best.
a. **Professional Liability**

| Each Claim | $1,000,000 |
| Annual Aggregate | $1,000,000 |
| Maximum Deductible or Minimum Self Insured Retention | $25,000 |

Such insurance shall be on a form acceptable to JWB and shall cover Provider for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement.

If the Professional Liability is provided on a Claims Made Form, the retroactive date must be no later than the first date of this Agreement and such claims-made coverage must respond to all claims reported within three years following the period for which coverage is required.

b. **Cyber Liability**

| Each Claim | $500,000 |
| Annual Aggregate | $500,000 |
| Maximum Deductible or Minimum Self Insured Retention | $25,000 |

The Cyber Liability insurance shall be on a form acceptable to JWB and shall cover Security & Privacy Liability and Breach Response Coverage, including Notification Expenses.

If the Cyber Liability is provided on a Claims Made Form, the retroactive date must be no later than the first date of this Agreement and such claims-made coverage must respond to all claims reported within three (3) years following the period for which coverage is required.

The required Cyber Liability coverage may be included as part of the Professional Liability coverage and limits required above.

c. **Abuse and Molestation Liability**

| Each Claim | $1,000,000 |
| Annual Aggregate | $1,000,000 |
| Maximum Deductible or Minimum Self Insured Retention | $25,000 |

Such insurance shall be on a form acceptable to JWB and shall cover Provider and its employees for liability arising out of any occurrence of abuse or molestation in relation to the work provided by Provider under the Agreement.
If the Abuse and Molestation coverage is provided on a Claims Made Form, the retroactive date must be no later than the first date of this Agreement and such claims-made coverage must respond to all claims reported within three (3) years following the period for which coverage is required.

d. **Directors and Officers/Employment Practices Liability**

<table>
<thead>
<tr>
<th>Each Claim</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Aggregate</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Maximum Deductible or Minimum Self Insured Retention</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

Such insurance shall be on a form acceptable to JWB and shall cover Provider and its directors, officers and employees for liability arising out of "Wrongful Acts" in the performance of their duties as directors, officers and employees of Provider. In addition, coverage shall be included for "Wrongful Acts" of Provider arising out of Provider's employment practices.

If the coverage is provided on a Claims Made Form, the retroactive date must be no later than the first date of this Agreement and such claims-made coverage must respond to all claims reported within three (3) years following the period for which coverage is required.

e. **Crime Insurance**

Such insurance shall be on a form acceptable to JWB and shall provide the following coverages in the following amounts:

- Employee Dishonesty: $300,000
- Forgery or Alteration: $300,000
- Robbery (on or off premises): $300,000
- Computer Fraud: $300,000
- Funds Transfer Fraud: $300,000

f. **Watercraft Liability**

To the extent watercraft are utilized, Provider shall purchase and maintain insurance which shall, at a minimum, cover Provider for injuries or damage arising out of the use of all owned, non-owned and hired watercraft.

The insurance shall include JWB and its officials, officers and employees as additional insureds.

The limits applicable to watercraft liability shall be:

| Each Occurrence/Annual Aggregate | N/A |

g. **Pollution Legal Liability**

Such insurance shall cover Provider for liability resulting from pollution or other environmental impairment arising out of, or in connection with, work performed under this Agreement, or which arises out of, or in connection with this Agreement, including coverage for clean-up of pollution...
conditions and third party bodily injury and property damage claims arising from pollution conditions. Such insurance shall also include transportation coverage and non-owned disposal site coverage.

Coverage must either be on an occurrence basis; or, if on a claims-made basis, the coverage must respond to all claims reported within three (3) years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Minimum Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Claim</td>
<td>N/A</td>
</tr>
<tr>
<td>Annual Aggregate</td>
<td>N/A</td>
</tr>
<tr>
<td>Deductible or Self Insured Retention</td>
<td>N/A</td>
</tr>
</tbody>
</table>

JWB and JWB's officials, officers, and employees shall be included as an "Additional Insureds" on the policy.

27. Indemnification

Provider shall defend, indemnify, and hold harmless JWB, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including, but not limited to, attorney's fees and all costs that may hereafter at any time be made or brought by any person or entity on account of any claim including but not limited to, personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused in whole or part by any act or omission, including but not limited to, breach of contract, negligent act, wrongful act, intentional act, omission, and any acts of fraud or defalcation, of the Provider, its agents, employees, or subcontractors, arising out of or relating to its performance of this Agreement or for Provider's improper disclosure of confidential and/or exempt information, or failure to comply with F.S. 119 or any other applicable law, rule or regulation. In no event will the Provider be liable for or have any obligation to defend JWB against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of JWB. This provision survives termination of the Agreement.

28. Certification that Provider is legally able to contract with JWB

In compliance with F.S. 287.135(a), a Provider is ineligible to and may not enter into a contract with JWB if the Provider is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 or is engaged in a boycott of Israel. In compliance with F.S. 287.135(b), for contracts of $1 million or more, a Provider is ineligible to and may not enter into a contract with JWB if the Provider (1) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473 or, (2) is engaged in business operations in Cuba or Syria. By entering into this Agreement, you are certifying that you are eligible to contract with JWB and are not participating in a boycott of Israel, are not on the Scrutinized Companies with Activities in Sudan List, are not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that you do not have business operations in Cuba or Syria. In addition, this Agreement may be terminated if Provider (1) has found to have submitted a false certification, (2) has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, (3) has been placed on the Scrutinized Companies with Activities In Sudan List or the Scrutinized Companies with Activities in The Iran Petroleum Energy Sector List; or (4) has been engaged in business operations in Cuba or Syria.
IX. SIGNATURES

Chief Executive Officer: Juvenile Welfare Board of Pinellas County

Dr. Marcie A. Biddleman

Date

Chief Executive Officer: YMCA of Greater St. Petersburg, Inc.

David W. Jezek

Date
Attachment 1

Special Conditions of the Agreement

The following condition(s) applies to the following program(s):
--- The Young Men's Christian Association of Greater St Petersburg, Inc.- Lealman YMCA Preschool Academy

The Provider and all facilities legally required to be licensed must maintain valid licensure. Facilities not required to be licensed must maintain a Certificate of Substantial Compliance issued by the Pinellas County License Board (PCLB). Should any Provider or facility's license or certification be revoked, not renewed, or suspended during the time services are being provided hereunder, the Provider must immediately notify JWB within twenty-four (24) hours in writing and said Provider or facility is no longer qualified to provide services to the Recipients under the terms of this Agreement. Provider or facility's license must be considered in Good Standing, which is defined as having no probationary license status within the preceding twelve (12) months. Furthermore, the Provider is required to maintain a current written Agreement with the Early Learning Coalition (ELC) as a School Readiness Provider throughout the term of this Agreement. If the Provider's Statewide School Readiness Provider Agreement is suspended or terminated at any time, the Provider must, within twenty-four (24) hours, notify JWB in writing and said Provider or facility is no longer qualified to provide services to Recipients under the terms of this Agreement. Provider authorizes JWB to speak with ELC, PCLB and any other entity regulating the Provider about anything relevant to Provider's child care license, history of providing care or anything else deemed relevant by JWB.

General Condition #18- Provider is waived from personnel file monitoring with JWB wherein the Provider has no non-compliances on PCLB’s most recent monitoring report/inspection checklist/complaint investigation in the area of Personnel and at the time of JWB monitoring is in full compliance with all PCLB regulations pertaining to Personnel, including, but not limited to, personnel records and background screening. JWB reserves the right to monitor personnel files at any time, including if a non-compliance is noted during PCLB’s monitoring/inspection/investigation and at any time JWB deems necessary. Provider will give JWB staff access to all PCLB monitoring reports/inspection checklist/complaint investigations. All other provisions of the Condition remain.

The following condition(s) applies to the following Agency(OPROV98):
--- The Young Men's Christian Association of Greater St Petersburg, Inc.

General Condition #25. Insurance Requirements-Basic Provisions and #26. Insurance Requirements-Additional Coverages is modified to require any changes to existing limits of insurance coverage and the addition of newly added categories of insurance to be made effective as of the Provider’s applicable policy renewal date vs. “throughout the period of this Agreement”.
Participant Level Performance Measurements
All Participants will be measured through the Performance Measurement reporting module in GEMS within the contract period. Measured is defined as each participant having all the appropriate administration points required during the fiscal year based on the language of each Performance Measurement.

<table>
<thead>
<tr>
<th>Target (Measurable): TRGT1251: Florida Voluntary Prekindergarten (VPK) Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TargetV2DefinitionId</strong></td>
</tr>
<tr>
<td><strong>ShortTargetTitle</strong></td>
</tr>
<tr>
<td><strong>TargetText</strong></td>
</tr>
<tr>
<td><strong>TargetType</strong></td>
</tr>
<tr>
<td><strong>ProjectedValue</strong></td>
</tr>
<tr>
<td><strong>ProjectedStartDate</strong></td>
</tr>
<tr>
<td><strong>ProjectedEndDate</strong></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target (Measurable): TRGT1332: Teaching Strategies GOLD - Birth to 1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TargetV2DefinitionId</strong></td>
</tr>
<tr>
<td><strong>ShortTargetTitle</strong></td>
</tr>
<tr>
<td><strong>TargetText</strong></td>
</tr>
<tr>
<td><strong>TargetType</strong></td>
</tr>
<tr>
<td><strong>ProjectedValue</strong></td>
</tr>
<tr>
<td><strong>ProjectedStartDate</strong></td>
</tr>
<tr>
<td><strong>ProjectedEndDate</strong></td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>

### Target (Measurable): TRGT1333: Teaching Strategies GOLD - 1 to 2 years

<table>
<thead>
<tr>
<th>TargetV2DefinitionId</th>
<th>2535</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortTargetTitle</td>
<td>TRGT1333: Teaching Strategies GOLD - 1 to 2 years</td>
</tr>
<tr>
<td>TargetText</td>
<td>Percent of children ages 1 to 2 years, who are enrolled in the program for a minimum of one hundred and eighty (180) calendar days, will meet or exceed the Widely Held Expectations as indicated by their assessment scores in the last checkpoint period of each school year on the Teaching Strategies GOLD assessment system for their age group in all of the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and English Language Acquisition (if applicable).</td>
</tr>
<tr>
<td>TargetType</td>
<td>Milestone Data</td>
</tr>
<tr>
<td>ProjectedValue</td>
<td>80</td>
</tr>
<tr>
<td>ProjectedStartDate</td>
<td>08/01/2019</td>
</tr>
<tr>
<td>ProjectedEndDate</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Notes</td>
<td>This is a baseline measure. The program collects data for all children enrolled for each checkpoint. The performance measure outcomes will be based on the children enrolled for the whole school year.</td>
</tr>
</tbody>
</table>

### Target (Measurable): TRGT1334: Teaching Strategies GOLD - 2 to 3 years

<table>
<thead>
<tr>
<th>TargetV2DefinitionId</th>
<th>2536</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortTargetTitle</td>
<td>TRGT1334: Teaching Strategies GOLD - 2 to 3 years</td>
</tr>
<tr>
<td>TargetText</td>
<td>Percent of children ages 2 to 3 years, who are enrolled in the program for a minimum of one hundred and eighty (180) calendar days, will meet or exceed the Widely Held Expectations as indicated by their assessment scores in the last checkpoint period of each school year on the Teaching Strategies GOLD assessment system for their age group in all of the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and English Language Acquisition (if applicable).</td>
</tr>
<tr>
<td>TargetType</td>
<td>Milestone Data</td>
</tr>
<tr>
<td>ProjectedValue</td>
<td>80</td>
</tr>
<tr>
<td>ProjectedStartDate</td>
<td>08/01/2019</td>
</tr>
<tr>
<td>ProjectedEndDate</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Notes</td>
<td>This is a baseline measure. The program collects data for all children enrolled for each checkpoint. The performance measure outcomes will be based on the children enrolled for the whole school year.</td>
</tr>
</tbody>
</table>

### Target (Measurable): TRGT1335: Teaching Strategies GOLD - 3 to 4 years

<table>
<thead>
<tr>
<th>TargetV2DefinitionId</th>
<th>2537</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortTargetTitle</td>
<td>TRGT1335: Teaching Strategies GOLD - 3 to 4 years</td>
</tr>
<tr>
<td>TargetText</td>
<td>Percent of children ages 3 to 4 years, who are enrolled in the program for a minimum of one hundred and eighty (180) calendar days, will meet or exceed the Widely Held Expectations as indicated by their assessment scores in the last checkpoint period of each school year on the Teaching Strategies GOLD assessment system for their age group in all of the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and English Language Acquisition (if applicable).</td>
</tr>
<tr>
<td>TargetType</td>
<td>Milestone Data</td>
</tr>
<tr>
<td>ProjectedValue</td>
<td>80</td>
</tr>
<tr>
<td>ProjectedStartDate</td>
<td>08/01/2019</td>
</tr>
<tr>
<td>ProjectedEndDate</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Notes</td>
<td>This is a baseline measure. The program collects data for all children enrolled for each checkpoint. The performance measure outcomes will be based on the children enrolled for the whole school year.</td>
</tr>
</tbody>
</table>
This is a baseline measure. The program collects data for all children enrolled for each checkpoint. The performance measure outcomes will be based on the children enrolled for the whole school year.

### Target (Measurable): TRGT1336: Teaching Strategies GOLD - 4 to 5 years

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TargetV2DefinitionId</td>
<td>2538</td>
</tr>
<tr>
<td>ShortTargetTitle</td>
<td>TRGT1336: Teaching Strategies GOLD - 4 to 5 years</td>
</tr>
<tr>
<td>TargetText</td>
<td>Percent of children ages 4 to 5 years, who are enrolled in the program for a minimum of one hundred and eighty (180) calendar days, will meet or exceed the Widely Held Expectations as indicated by their assessment scores in the last checkpoint period of each school year on the Teaching Strategies GOLD assessment system for their age group in all of the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and English Language Acquisition (if applicable).</td>
</tr>
<tr>
<td>TargetType</td>
<td>Milestone Data</td>
</tr>
<tr>
<td>ProjectedValue</td>
<td>80</td>
</tr>
<tr>
<td>ProjectedStartDate</td>
<td>08/01/2019</td>
</tr>
<tr>
<td>ProjectedEndDate</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Notes</td>
<td>This is a baseline measure. The program collects data for all children enrolled for each checkpoint. The performance measure outcomes will be based on the children enrolled for the whole school year.</td>
</tr>
</tbody>
</table>

### Services Not Associated with Any Targets in Program's SOW

### Milestones Not Associated with Any Targets in Program's SOW

### Survey Definitions Information for PROG595
Attachment 3

Geographical Service Area

Provider agrees whenever possible to maintain service sites which are accessible by public transportation and convenient to the target participant group. Provider will advise JWB of any changes made in service sites.

The geographical service area for this agreement is as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Participants are eligible Countywide</th>
<th>Participants are eligible who reside in the following zip codes or the following geographical areas (list all zip codes of the target area or describe the geographical area)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lealman YMCA Preschool Academy</td>
<td></td>
<td>The majority of participants must live in or have parents/guardians who work in the following ZIP codes 33709, 33714, 33781</td>
</tr>
<tr>
<td>Pay#</td>
<td>Submission Due Date</td>
<td>Reimbursement Date</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1</td>
<td>09/28/18</td>
<td>10/05/18</td>
</tr>
<tr>
<td>2</td>
<td>10/12/18</td>
<td>10/19/18</td>
</tr>
<tr>
<td>3</td>
<td>10/26/18</td>
<td>11/02/18</td>
</tr>
<tr>
<td>4</td>
<td>11/09/18</td>
<td>11/16/18</td>
</tr>
<tr>
<td>5</td>
<td>11/23/18</td>
<td>11/30/18</td>
</tr>
<tr>
<td>6</td>
<td>12/07/18</td>
<td>12/14/18</td>
</tr>
<tr>
<td>7</td>
<td>12/21/18</td>
<td>12/28/18</td>
</tr>
<tr>
<td>8</td>
<td>01/04/19</td>
<td>01/11/19</td>
</tr>
<tr>
<td>9</td>
<td>01/18/19</td>
<td>01/25/19</td>
</tr>
<tr>
<td>10</td>
<td>02/01/19</td>
<td>02/08/19</td>
</tr>
<tr>
<td>11</td>
<td>02/15/19</td>
<td>02/22/19</td>
</tr>
<tr>
<td>12</td>
<td>03/01/19</td>
<td>03/08/19</td>
</tr>
<tr>
<td>13</td>
<td>03/15/19</td>
<td>03/22/19</td>
</tr>
<tr>
<td>14</td>
<td>03/29/19</td>
<td>04/05/19</td>
</tr>
<tr>
<td>15</td>
<td>04/12/19</td>
<td>04/19/19</td>
</tr>
<tr>
<td>16</td>
<td>04/26/19</td>
<td>05/03/19</td>
</tr>
<tr>
<td>17</td>
<td>05/10/19</td>
<td>05/17/19</td>
</tr>
<tr>
<td>18</td>
<td>05/24/19</td>
<td>05/31/19</td>
</tr>
<tr>
<td>19</td>
<td>06/07/19</td>
<td>06/14/19</td>
</tr>
<tr>
<td>20</td>
<td>06/21/19</td>
<td>06/28/19</td>
</tr>
<tr>
<td>21</td>
<td>07/05/19</td>
<td>07/12/19</td>
</tr>
<tr>
<td>22</td>
<td>07/19/19</td>
<td>07/26/19</td>
</tr>
<tr>
<td>23</td>
<td>08/02/19</td>
<td>08/09/19</td>
</tr>
<tr>
<td>24</td>
<td>08/16/19</td>
<td>08/23/19</td>
</tr>
<tr>
<td>25</td>
<td>08/30/19</td>
<td>09/06/19</td>
</tr>
<tr>
<td>26</td>
<td>09/13/19</td>
<td>09/20/19</td>
</tr>
<tr>
<td>27</td>
<td>09/27/19</td>
<td>10/03/19 (September business)</td>
</tr>
<tr>
<td>28</td>
<td>10/11/19</td>
<td>10/17/19 (September business)</td>
</tr>
<tr>
<td>29</td>
<td>10/25/19</td>
<td>10/31/19 (September business)</td>
</tr>
</tbody>
</table>
## Attachment 5
### Document Submittal Chart

<table>
<thead>
<tr>
<th>Provider Document</th>
<th>Time Frame</th>
<th>Submit To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program methodology update or certification that no updates are needed.</td>
<td>Within thirty (30) days of effective date of Agreement</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Approved program methodology</td>
<td>May 17, 2019</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>COOP</td>
<td>Within thirty (30) days of effective date of Agreement</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Salary Adjustment Approval</td>
<td>If applicable, then prior to budget submission or subsequent amendment</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Quarterly Program Statement of Financial Activities</td>
<td>Within thirty (30) days following the end of each quarter of JWB's fiscal year.</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Most Recent Audit</td>
<td>Immediately upon receipt by the Provider's Board or not to exceed 180 days of the close of the Provider's fiscal year</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Monitoring, Site Visit, Accreditation and Licensing Reports</td>
<td>Upon receipt</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>User Access</td>
<td>Notify the JWB Program Consultant and complete the designated form immediately upon involuntary termination and within five (5) business days upon voluntary separation or whenever a Provider staff person's access must be inactivated due to the reasons outlined in JWB's Data Quality Manual.</td>
<td>JWB Program Consultants</td>
</tr>
<tr>
<td>Board Member List</td>
<td>Within thirty (30) calendar days of approval or a change of Board composition</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Policy and procedure regarding Board review of Provider finances</td>
<td>Within thirty (30) calendar days of effective date of Agreement and upon revision and approval by the Provider's board</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Board Training (Outline of topics, members in attendance and who provided training)</td>
<td>For new board members, prior to issuance of subsequent year's contract or August 1st of current fiscal year, whichever occurs first</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>Within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment and execution thereafter.</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Incident Reports</td>
<td>Within one (1) business day of occurrence</td>
<td><a href="mailto:IRreviewteam@jwbpinellas.org">IRreviewteam@jwbpinellas.org</a></td>
</tr>
<tr>
<td>Executive Director Affidavit (Providers using VECHS)- <strong>Not Applicable</strong></td>
<td>Within thirty (30) calendar days of the effective date of this Agreement and upon change of staff in this position.</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Procedure for General Condition #18 (Provider Staff Background Checks)- <strong>Not Applicable</strong></td>
<td>Within thirty (30) calendar days of the effective date of this Agreement</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Drug-Free Workplace policy</td>
<td>Within thirty (30) calendar days of effective date of Agreement and upon revision and approval by the Provider's board</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
<tr>
<td>Insurance Documentation</td>
<td>Throughout the period of the Agreement and with renewal or replacement at least fifteen (15) days prior to the expiration or termination of such insurance.</td>
<td>Agency Specific JWB Secure Portal Site</td>
</tr>
</tbody>
</table>
Travel Policy Update

**Recommended Action:** Approve New Per Diem Rates for Travel

**Strategic Plan Alignment:** Administration

JWB staff are seeking approval to adopt new Per Diem rates for JWB travel assignments, in line with the Federal Meal and Incidental Expense Rates (M&IE).

Currently, the Travel & Conference Guidelines contains the rates included in Florida Statute 112.061(6)(b). The current and proposed rates are:

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19.00</td>
<td>$31.00</td>
</tr>
<tr>
<td>Total</td>
<td>$36.00</td>
<td>$64.00</td>
</tr>
</tbody>
</table>

The financial impact of the increase to the rates is less than $5,000 annually.

**Staff Resources:** Brian Jaruszewski
Lynn De la Torre

**Attachment:** Resolution FY 19-05
RESOLUTION FY 19-05

A RESOLUTION OF THE JUVENILE WELFARE BOARD OF PINELLS COUNTY, FLORIDA, ADOPTING WITHIN THE TRAVEL & CONFERENCE PROCEDURE MANUAL THE FEDERAL MEAL AND INCIDENTAL EXPENSE RATE (M&IE) AUTHORIZED UNDER THE FEDERAL TRAVEL REGULATION IN APPENDIX A, 41 CFR, CHAPTER 301 PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Juvenile Welfare Board of Pinellas County adopts the Federal Meal and Incidental Expense Rate (M&IE) authorized under the Federal Travel Regulation in Appendix A, 41, CFR, Chapter 301; now, therefore,

BE IT RESOLVED, by the Juvenile Welfare Board of Pinellas County, Florida, that:

1. The Juvenile Welfare Board Travel & Conference Procedures Manual adopt the Federal Meal and Incidental Expense Rate (M&IE); and
2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at the Juvenile Welfare Board, board meeting this 10th Date of January, 2019.

Juvenile Welfare Board of Pinellas County

______________________________
Brian J. Aungst, Jr., Chair

ATTEST: __________________________
The Honorable Rick Butler, Secretary

Juvenile Welfare Board of Pinellas County

14155 58th St. N., Ste. 100
Clearwater, FL 33760
P: 727.453.5600
F: 727.453.5610
JWBPinellas.org
@JWBPinellas
**Finance Committee Meeting**

**December 18, 2018**

**Board Policy Updates**

<table>
<thead>
<tr>
<th>Item I.C.</th>
</tr>
</thead>
</table>

**Recommended Actions:** Approve Juvenile Welfare Board Policy Revisions

**Strategic Plan Alignment:** Administration

Each fiscal year, staff reviews all policies to ensure they are accurate, up-to-date, and relevant for current practices and procedures, reflect established public management best practices, and document organizational changes. Staff currently recommends several changes to the JWB Board Policies.

The proposed changes to the current JWB Board Policies are summarized below:

- **Update Definitions**
  
  Some definitions are added and some are removed to coincide with the proposed policy revisions.

- **Revise policy for Attendance (I-9)**
  
  This revision strengthens the emphasis on attendance at regular Board meetings.

- **Revise policy for Eligible Recipients (III-3)**
  
  This revision aligns the due date for evidence of training new funded agency board members to the timeframe that new members join a board instead of aligning it to JWB’s contract date.

- **Revise policy for Ineligible Expenses (III-4)**
  
  This revision expands the list of ineligible expenses to include additional ineligible expenses that are included in the JWB Financial Policies and Procedures for Funded Programs.

- **Revise policy for Program and Financial Monitoring Activities (IV-1)**
  
  This revision clarifies accountability practices for JWB and the provider in driving performance.

- **Revise Policy for Budgetary Control and Adjustments (V-4)**
  
  This revision removes the budgetary control at the ASO level since the ASO has been outsourced to a third party and is now budgeted within Children and Family Programs.

- **Revise policy for Investments (V-7K)**
This revision clarifies the responsibility for reviewing and approving an investment diversification strategy.

- **Revise policy for Fund Balance (V-11)**
  
  This revision formalizes the targets communicated by the Board at a previous Board workshop for each of the fund balance components.

- **Revise policy for Purchasing (VI-2)**
  
  This revision 1) clarifies the types of competitive solicitations that are permitted to be issued, 2) allows for and defines participation in or administration of cooperative purchasing agreements, 3) clarifies that only JWB’s administrative contracts are reviewed at least every five years and authorizes the Chief Executive Officer to approve the review recommendations, and 4) authorizes the Board to postpone or cancel a competitive solicitation.

- **Revise policy for Advances (VI-6)**
  
  This revision aligns the policy on advances with the operational requirements using a third party Administrative Services Organization.

**Staff Resource:** Brian Jaruszewski

**Attachment:** Draft Juvenile Welfare Board Policies (with Track Changes)
# Juvenile Welfare Board Policies

## Authority References

<table>
<thead>
<tr>
<th>Juvenile Welfare Board</th>
<th>Bylaws</th>
</tr>
</thead>
</table>

### Florida Statutes

<table>
<thead>
<tr>
<th>Florida Statutes</th>
<th>Authority References</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.S.112 Public Officers and Employees</td>
<td>F.S.218 Financial Matters Pertaining to Political Subdivisions</td>
</tr>
<tr>
<td>F.S.104.31 Political Activities of Public Officers</td>
<td>F.S.286 Open Meetings Officers</td>
</tr>
<tr>
<td>F.S.119 Public Records</td>
<td>F.S.274 Tangible Personal Property Owned by Local Governments</td>
</tr>
<tr>
<td>F.S.163.01 Florida Interlocal Cooperation Act of 1969</td>
<td>F.S.435 Employment Screening</td>
</tr>
<tr>
<td>F.S.189 Uniform Special District Accountability Act</td>
<td>F.S.280.02 Security for Public Deposits Definitions</td>
</tr>
</tbody>
</table>

### Other Authority References

<table>
<thead>
<tr>
<th>Other Authority References</th>
<th>Authority References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securities and Exchange Commission (SEC) Rule 15C3-1</td>
<td>Federal Investment Company Act of 1940 and operate in accordance with 17C.F.R.270.2a-7</td>
</tr>
<tr>
<td>Internal Revenue Service (IRS) standard mileage rates</td>
<td></td>
</tr>
</tbody>
</table>

**Legal Review Date:** October 25, 2018  
**Adopted:** February 14, 2008

**Review Schedule:** Annually

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 2010</td>
</tr>
<tr>
<td></td>
<td>October 2010</td>
</tr>
<tr>
<td></td>
<td>February 2011</td>
</tr>
<tr>
<td></td>
<td>July 2011</td>
</tr>
<tr>
<td></td>
<td>September 2011</td>
</tr>
<tr>
<td></td>
<td>February 2012</td>
</tr>
<tr>
<td></td>
<td>October 2012</td>
</tr>
<tr>
<td>August 2013</td>
<td>September 12, 2013</td>
</tr>
<tr>
<td>November 2014</td>
<td>November 18, 2014</td>
</tr>
<tr>
<td>July – August 2015</td>
<td>July 16, 2015</td>
</tr>
<tr>
<td>December 2016 - April 2017</td>
<td>April 2017</td>
</tr>
<tr>
<td>October – December 2018</td>
<td>January 10, 2019</td>
</tr>
</tbody>
</table>
# Table of Contents

Definitions......................................................................................................................................... 1  

Section I: General Administration .................................................................................................... 4  
  I-1. Applicable Laws, Regulations, and Policies ............................................................................ 4  
  I-2. Conflict of Interest and Abstentions ........................................................................................ 4  
  I-3. Financial Disclosure................................................................................................................. 4  
  I-4. Political Activity ...................................................................................................................... 4  
  I-5. Meeting Notice and Open Meetings ........................................................................................ 4  
  I-6. Records Management............................................................................................................... 5  
  I-7. Public Records Request ........................................................................................................... 5  
  I-8. Line of Authority ..................................................................................................................... 5  
  I-9. Attendance ............................................................................................................................... 5  

Section II: General Operations.......................................................................................................... 5  
  II-1. Staff Affiliation with Other Agencies .................................................................................... 5  
  II-2. Endorsements.......................................................................................................................... 6  

Section III: Program Funding ........................................................................................................... 6  
  III-1. Purpose .................................................................................................................................. 6  
  III-2. Funding Process .................................................................................................................... 6  
  III-3. Eligible Recipients ................................................................................................................ 6  
  III-4. In-Eligible Expenses ............................................................................................................. 7  
  III-5. Direct Administration of Programs ....................................................................................... 8  

Section IV: JWB Funded Program Monitoring ................................................................................ 8  
  IV-1. Program and Financial Monitoring Activities ...................................................................... 8  

Section V: Financial...................................................................................................................... 109  
  V-1. Purpose ............................................................................................................................... 109  
  V-2. Long-Range Planning ........................................................................................................... 109  
  V-3. Operating Budget .................................................................................................................. 10  
  V-4. Budgetary Control and Adjustments .................................................................................... 10  
  V-5. Fund Lapse ........................................................................................................................... 11  
  V-6. Emergency Response .......................................................................................................... 11  
  V-7. Investment Policy .................................................................................................................. 11  
  V-8. Record and Inventory of JWB Property ........................................................................... 1514  
  V-9. Authorized Expenditures ..................................................................................................... 1514
V-10. Revenue Forecasting ................................................................. 15
V-11. Fund Balance ........................................................................ 15
Section VI: Purchasing and Contracting .............................................................................. 16

VI-1. Purpose ..................................................................................... 16
VI-2. Purchasing .................................................................................. 16
VI-3. Protest Procedure ...................................................................... 18
VI-4. Approval Authority .................................................................... 19
VI-5. Types of Contracts ..................................................................... 19
VI-6. Advances ..................................................................................... 19
VI-7. Review of Standard Contract ....................................................... 20
Definitions

**Action Plan** – Identifies specific strategies and actions to resolve serious internal areas of non-compliance or areas that require improvement within an agency. The plan identifies the action to be taken within a specified timeframe.

**Administrative Cost** – Expense incurred in controlling and directing an organization, but not directly identifiable with program services. Salaries of senior executives and costs of general services (such as accounting) fall under this heading. Administrative costs are related to the organization as a whole, as opposed to expenses related to individual services.

**Administrative Services Organization (ASO)** – An organization – JWB department that provides fiscal services and limited benefit administration for JWB funded agencies to meet their administrative needs.

**Adopted Budget** – The financial plan for the fiscal year beginning October 1, required by law to be approved by the Board at the second of two public hearings.

**Advance** – Agreed upon payment by JWB to agency prior to the actual receipt and delivery of the contracted goods or services. Payments may be for a stated amount or for a percentage of the purchase price.

**Compliance** – To meet or conform to the obligations stated within the JWB contract.

**Conflict of Interest** – Any situation in which an individual or corporation (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal financial benefit.

**Contingency Budget** – Funding available outside JWB’s annual competitive funding cycle for Emergency/Time Sensitive Requests.

**Cooperative Purchasing** – Cooperative or “piggyback” purchasing is the combining of requirements of two or more private or political entities in order to obtain the benefits of volume purchases and/or reduction in administrative expenses.

**Direct Service** – Services provided directly to a specific participant, collateral contacts on behalf of a participant, or services negotiated from other sources for a specific participant.

**Emergency/Time Sensitive Requests** – Funding requests based upon unforeseen and exigent needs.

**Fiscal Year** – The 12-month financial period that begins October 1 and ends September 30 of the following calendar year.

**Fixed Rate** – Payments that will remain constant over the term of a contract.

**Florida Statutes (F.S.)** – A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections. The Florida Statutes are updated annually by laws that create, amend, transfer, or repeal statutory material.

**Fund** – An accounting entity with a complete set of self-balancing accounts established to account for finances of a specific function or activity.
**Invitation to Bid (ITB)** – A written competitive solicitation used when the scope of work or specifications are precise and price is the only factor used to evaluate responsive and responsible bids. The terms and price of a bid cannot be negotiated and the lowest price bid must be selected.

**Invitation to Negotiate (ITN)** – A written competitive solicitation used to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more responsive vendors who may be negotiated with in order to receive the best value. After negotiations are conducted, the contract is awarded to the responsible and responsive vendor that is determined will provide the best value to JWB, based on the selection criteria.

**Lapse** – Unspent funds remaining from a budgeted amount.

**Policy** – A definite course of action adopted by the Board after a review of information and directed at the realization of goals.

**Protest** – A complaint about an action or decision by JWB regarding the bidding process that a bidder submits with the intention of obtaining remedial action. Not to be confused with “dispute”, which refers to a protest of a contract decision by JWB, not a bidding decision. Protests predominately cover decisions of JWB dealing with the procurement process, the solicitation requirements, and the award of the contract.

**Public Record** – All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of JWB official business (F.S.119).

**Recover Pinellas** – A group of representatives from Pinellas County funding agencies, government bodies, the school board, and health and human services agencies that may have a role in disaster recovery.

**Reimbursement** – Payment for incurred costs which are allowable and allocable under the terms of the contract and applicable laws and regulations. Payment of money for an official or approved reason.

**Request for Applications (RFA)** – A written competitive solicitation that provides a broad opportunity for JWB to receive need assessments and innovative solutions from the provider community that are in alignment with JWB’s Strategic Focus Areas and are evaluated based on the criteria included in the RFA. An RFA does not include a detailed scope of work. All terms can be negotiated, including price prior to contract award.

**Request for Proposal (RFP)** – A written competitive solicitation used when the purposes and uses for which the commodity, group of commodities, or contractual service being sought can be specifically defined and the necessary deliverables are identified. Criteria that will be used for evaluation of proposals shall include factors other than price, such as experience and qualifications that are critical to obtain the best overall value for services specified in the scope of work. All terms can be negotiated, including price prior to contract award.

**Request for Qualifications (RFQ)** – An RFQ is a longer procurement process, as it is typically the first part of a two-part written competitive solicitation. An RFQ is a qualification-based selection, used for highly complex projects, to identify the highest qualified firm(s), according to the
evaluation criteria, for a specific scope of work. Unlike a bid or RFP the level of detail provided in
the scope of work is not prescriptive. Instead, it provides a set of guidelines or expectations of the
firm that will ultimately perform the services.

**Reserve Fund** – An account restricted for a specific purpose, or not available for appropriation and
subsequent spending.

**Resolution** – A formal written statement that is adopted by the Board. Rules specifying what
number of votes the resolution must have to be adopted may differ from the number of votes
required to pass a motion.

**Responsible** – A responsible bidder has the capability, financial capacity, and integrity to perform
the contract.

**Responsive** – A responsive bid addresses and commits the bidder to all of the material terms of the
invitation to bid’s requirements.

**Special Conditions** – Specific requirements in a contract which modify or waive the General
Conditions of the contract or dictate additional performance by a program other than those generally
required in all contracts.

**State Board of Administration (SBA)** – The pooled investment fund created by F.S.218.405 and
known as the Local Government Surplus Funds Trust Fund.

**Truth in Millage (TRIM)** – establishes the statutory requirements that all taxing authorities
levying a millage must follow, including notices and budget hearing requirements.

**Vendor** – Any person or company that sells goods or services to another person or company.
Section I: General Administration

I-1. Applicable Laws, Regulations, and Policies
The Board will conduct its affairs in keeping with the JWB Special Act, the Bylaws, the Board’s Strategic Plan, these Board Policies, and all applicable laws, rules, and regulations.

Board members are governed by Florida Statutes, including but not limited to: F.S.112 Public Officers and Employees, F.S.189 Uniform Special District Accountability, F.S. 119 Public Records, F.S.286 Open Meetings, F.S104.31 Political Activities of Public Officers, and all other laws applicable to the Board. Additionally, Board members must individually satisfy the annual obligation to file the Florida Commission on Ethics Form 1, the Statement of Financial Interest, with the Pinellas County Supervisor of Elections.

I-2. Conflict of Interest and Abstentions
In accordance with F.S.112.3143, Board members and members of any advisory body to the Board must abstain from voting on a matter in which he or she has a conflict of interest, and he or she must disclose the nature of the conflict. Furthermore, he or she may not attempt to influence a decision of a matter in which they have a conflict of interest prior to disclosing the nature of the conflict. In either case, he or she must delineate such conflict on the Florida Commission on Ethics Form 8B, Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers, which is filed with the Board Secretary and shall be incorporated in the minutes of the appropriate Board or advisory body meeting. However, provided it does not violate conflict of interest laws, a member may vote on such a funding issue if it is a part of a general appropriation addressing multiple programs. In such cases the member will announce his or her affiliation with the entity affected.

During orientation, Board members are informed that JWB’s legal counsel is available to advise members on conflict of interest protocol and requirements.

I-3. Financial Disclosure
In accordance with F.S.112, appointed Board members, the Chief Executive Officer and the Chief Financial Officer must annually file Form 1, the Statement of Financial Interest, and within 60 days of departure, must file Form 1F, the Final Statement of Financial Interest.

Ex-Officio Board members are required to annually file the financial disclosure form specific to their elective office and upon departure may be required to submit final financial disclosure forms.

I-4. Political Activity
Board members are governed by F.S.112.313 and F.S.104.31, as amended with regard to political activity. If an appointed member intends to become a candidate for elective office, the appointed member must request and secure an interpretation by the Florida Office of the Attorney General, regarding their eligibility to 1) run and serve as a Board member during the campaign; and 2) an interpretation on eligibility to remain on the JWB Board, if elected.

The interpretation will be brought to the Board, by the appointed member, at a regularly scheduled Board meeting, prior to submitting candidate qualification papers. The Board’s discussion of the matter will become part of the JWB Board Minutes, and serves as notification of the appointed member’s intentions.

I-5. Meeting Notice and Open Meetings
Board notice and open meetings policies comply with F.S.189 and F.S.286 which include, but are
not limited to, informing the public of JWB regular Board meetings, special Board meetings, and committee meetings; holding meetings in a publicly accessible building in Pinellas County; and allowing the public to speak on any item prior to the Board taking action.

I-6. Records Management
In accordance with F.S.257.36(5), JWB maintains an organization-wide, cost-effective records management program that maintains, protects, retains, and disposes of records in accordance with statutory compliance, operational needs, fiscal and legal requirements, and historical or reference purposes.

I-7. Public Records Request
In accordance with F.S.119, any item that meets the definition of a Public Record will be retained in accordance with the records retention schedule required by law, and upon request, made available to the public unless the information is confidential or exempt from disclosure.

I-8. Line of Authority
There will be complete separation between the policy-making activities of the Board and the administration of the agency. The Board will adopt policies that govern the agency and hold the Chief Executive Officer responsible for all aspects of JWB operations. This authority includes the execution of contracts, agreements, and budgeted allocations for services approved through specific Board action. The Chief Executive Officer is responsible to provide the Board with adequate and timely background and supporting information regarding agenda items, the operation of the agency, and new matters that may affect the operation of the agency.

The Board will make all requests for services from staff through the Chief Executive Officer. Individual Board members should not give directions to the staff or Chief Executive Officer. Individual Board members who need additional information from the staff will make such requests through the Chief Executive Officer.

I-9. Attendance
Any Board member who knows in advance that they will not be able to attend a scheduled Board meeting shall contact the Chief Executive Officer prior to the meeting.

In order to conduct regular Board meetings, a quorum of six members is required. The JWB regular board meetings are typically held the second Thursday of each month. The Board approves the full year of meetings in September, prior to the start of the new fiscal year. If known, Board members should identify any dates that present a schedule conflict. After the regular board meeting schedule is approved, Board members should inform the JWB Chief Executive Officer, as soon as possible, if they will be unable to attend a future Board meeting.

Board members who are unable to attend a scheduled meeting, but wish to make their positions known on a specific agenda item, or have a question regarding an item, should contact the Chief Executive Officer regarding the matter and submit in advance of the meeting written statements addressing their positions on a specific agenda items.

Section II: General Operations

II-1. Staff Affiliation with Other Agencies
No member of the JWB staff will serve as a Board member of any agency funded by JWB. Staff may serve as non-voting consultants to such agencies with the approval of the JWB Chief Executive
Officer for the purpose of providing technical assistance. Staff serving on governing bodies of agencies which make application for JWB funding will take a leave of absence from the governing body of the agency until a decision is made regarding the application. If funding is approved, the staff member concerned must resign membership of the governing authority. No staff member will accept any compensation from an agency funded by JWB.

II-2. Endorsements
The JWB Chief Executive Officer or his/her designee shall have the authority to issue endorsements or letters of support to agencies or individuals that are in alignment with the focus and priorities of the Board.

Section III: Program Funding

III-1. Purpose
Funds shall be allocated in accordance with the intent of the Juvenile Welfare Board of Pinellas County Special Act, Chapter 23, 483, Special Act of 1945, as amended and codified as F.S.2003-320, Laws of Florida.

The Board, thereby created, has the powers and duties to provide, maintain, manage, and allocate funds to agencies providing services that are operated for the benefit of Pinellas County children and families as determined or directed by the Board in accordance with the Strategic Plan and Adopted Budget.

III-2. Funding Process
JWB funds programs through its Adopted Budget, subject to the Truth in Millage (TRIM) process and adherence to JWB’s funding policies. Generally, JWB awards new funding through competitive solicitations. JWB may consider out-of-cycle funding for Emergency/Time Sensitive Requests through JWB’s approved Contingency Budget.

Funding may be reduced or terminated based on changes in JWB priorities, a reduction in revenues, or when program monitoring reveals a compliance infraction or poor performance.

III-3. Eligible Recipients
In order to qualify as a recipient of JWB programmatic funds an agency must:

a) provide services that align with JWB’s Strategic Plan and focus areas
b) serve children below the age of 18, or beyond as indicated in state and federal law, and their families residing in Pinellas County
c) target programs to at-risk youth and families or to strengthen neighborhoods and communities
d) provide for adequate protection of youth and must comply with all applicable laws and implementing regulations, including, but not limited to F.S. 435. All program staff and agency staff (including employees, independent contractors and staff of subcontractors), volunteers, and those who may have access to youth participants supported through JWB funding are required to undergo and pass a national Level 2 background screening that complies with Level 2 standards set forth in F.S. 435.04
e) demonstrate organizational capacity and prior outcome attainment through evidence-based programs, to include emerging or promising practices
f) meet the highest professional standards established through its specific field. Agencies are
encouraged to provide certification of current accreditation by a recognized national accrediting body appropriate to the programming funded by JWB. Examples of recognized accrediting bodies include COA-Council on Accreditation, CARF-Commission on Accreditation of Rehabilitation Facilities, JCAHO-Joint Commission on Accreditation of Healthcare Organizations, NAEYC-National Association of Young Children, CQL-Council on Quality & Leadership, or FCADV-Florida Coalition Against Domestic Violence.

g) demonstrate financial and operational stability

h) show efforts to diversify financial support

i) dedicate fees or other revenues earned through the operation of a funded program exclusively to that program

j) engage an audit firm which follows Government/Non-Profit Audit Standards when conducting the financial audit and shows evidence of a peer review report completed every three years

k) If a recipient agency has an annual operating budget under $500,000 then it is required to operate under an Administrative Services Organization (ASO) or collaborative, unless it demonstrates to JWB’s satisfaction that it has the resources to properly administer the JWB funding in accordance with all requirements. Additionally, recipient agencies with annual operating budgets of $500,000 or more may be required to operate under an Administrative Services Organization (ASO) or collaborative as determined in JWB’s sole discretion to ensure the proper administration of JWB funding

l) maintain participant records and have them available for audit inspection for five years after termination of services

m) provide evidence of training new board members by an external trainer within twelve months of joining the board, prior to issuance of a funding contract or by August 1st of the current fiscal year, whichever occurs first. Training must consist of the following topics: non-profit governance, fiduciary risks, and liabilities. Documentation of this training shall include an outline of topics covered, the Board members in attendance and who provided the training. Providers that are governmental entities, higher education institutions, and hospitals are exempt from this policy

n) be in compliance with all applicable federal, state, and local laws

Funded agencies must NOT:

a) operate under the exclusive jurisdiction of the public school system, pursuant to JWB’s Special Act, F.S.2003-320

b) give preference to participants who are easier to serve or less costly to serve; this includes recruitment and outreach

c) unfairly steer or direct internal or external referrals

d) make or accept payment or other non-monetary consideration in exchange for referrals

e) use JWB funds to preferentially treat community partners, advisory group members, volunteers, personnel, or consultants.

III-4. In-Eligible Expenses

JWB will not consider funding for the following:

a) recreation programs that do not have a clear youth development component

b) direct medical services, unless as a catalyst for matching funds as a demonstrated project, or as an integrated element of a program that encourages positive development of children, youth and families

c) services or programs requiring worship or religious instructional activities as a condition of
participation
d) retirement of debt
e) expenses incurred in a closed JWB fiscal year
f) contributions to or on behalf of any political party or candidate
g) charitable contributions
h) costs associated with a funded agency’s legal settlement
i) personal expenses of Board members, staff, or volunteers
j) administrative costs in excess of the Board adopted percentage of the JWB program allocation as referenced in the JWB Funding Policies and Procedures for Funded Programs document
k) expenses associated with fundraising activities
l) costs not actually incurred or that are insufficiently documented
m) acquisition of real property
n) expenses not approved through the budget or budget process
o) Florida sales tax
p) gratuity greater than 18%
q) Stipends, gift cards, or staff/volunteer incentives
r) late fees, finance charges, and interest (exceptions may be made for Family Services Initiative incidentals.
s) Food and refreshments for events, meetings, retreats, or trainings that do not include program participants
t) Depreciation
u) Expenses budgeted to be paid for by other available sources of revenue
v) Salary adjustments provided without supporting documentation (Board meeting minutes, etc.)

Prior to budget submission or subsequent amendment, agencies must provide a written explanation of their board’s approved merit compensation plan if JWB funds are to be utilized and if annualized salary or benefit changes may impact future budgets.

III-5. Direct Administration of Programs
It is not the primary function of JWB to provide Direct Service to children and families, therefore program administration or operational efforts will be limited to the following circumstances:

a) temporary operation in order to maintain continuity of services when an agency is no longer able to do so. Transfer of program operations to an appropriate service provider will occur as soon as practical.
b) short term demonstration projects or research efforts
c) advocacy activities that promote efficiencies, accountability, and improvements to systems of service.

Section IV: JWB Funded Program Monitoring

JWB conducts program and financial monitoring activities to review funded programs.

IV-1. Program and Financial Monitoring Activities
Program and financial monitoring activities strive for excellence by monitoring the delivery of program and financial capabilities to achieve quality of services to children and families. It is designed to strengthen administrative and service delivery capabilities. JWB employs the following process to assess organizational and program effectiveness:

a) conduct ongoing program monitoring activities that are progressive, uniquely tailored to the
program’s services and responsive to concerns or current service delivery challenges
b) review documentation of general and special contract conditions
c) review program operations for adherence to an approved program methodology
d) review financial and personnel documents
e) report on contracted performance measures
f) submit a report outlining activities and progress to the Board

The JWB Chief Executive Officer may exempt in writing any agency or program from this process.

Program monitoring activities may reveal a wide variety of issues at the program and/or administrative level. Significant concerns are elevated to members of the JWB Executive Team for review and various approaches are developed to address the situation. Most solutions include advanced or intensive technical assistance which can take the form of sharing information and expertise, instruction, skills training, transmission of working knowledge, and consulting services. Solutions may also include the development of a Performance Improvement Plan or Corrective Action Plan. Both types of plans include measurable objectives and time frames to complete those objectives.

The following represents various tiers or approaches to improve the performance of funded agency program(s):

1) Technical assistance is provided as a normal course of business to all JWB funded programs. Advanced or intensive technical assistance may be provided for new programs, programs experiencing growth or expansion or programs undergoing temporary or new challenges. Intensive or advanced technical assistance is utilized to stabilize new or growing operations after a period of approximately six months.

2) When technical assistance is not having the desired outcome, has been required for more than six months or the nature of the assistance becomes less routine, a Performance Improvement Plan may be developed in consultation with the provider. Technical assistance from JWB continues to be provided as this plan is implemented, though it is expected the provider to become progressively more successful in operations.

3) When the Performance Improvement Plan has not resulted in the desired outcome, a Corrective Action Plan may be developed in consultation with the provider. The provider is responsible to achieve the desired outcomes of the plan. When a Corrective Action Plan is not having the desired outcome and has been required beyond the time frame outlined in the plan, further decision making may be required regarding investment strategies in order to get the desired outcomes for children.

The above approaches may or may not be implemented consecutively, based on the nature of the issue(s) involved, but are intended to give the provider every opportunity to improve and to evidence a shared commitment to ensure quality programming.

The JWB and provider board would be alerted to and receive documentation of all Corrective Action Plans and progress towards completion of Corrective Action Plans. Progress, or lack thereof, on a Corrective Action Plan may lead to termination of funding with careful consideration given to the needs of the participants.
If warranted based on the findings of the program and financial monitoring activities, staff will:

a) develop a written Performance Improvement Plan in consultation with the agency. The Performance Improvement Plan may be corrective action, technical assistance, program development and/or any other written plan of action.

b) submit the Performance Improvement Plan to the Board

c) report on the outcomes of the Performance Improvement Plan to the Board

Section V: Financial

V-1. Purpose
These financial management policies have been designed to ensure the financial stability of JWB, and designed to provide guidance for the development and administration of the annual operating and capital budget. These financial policies address financial planning, revenue, and expenditures.

V-2. Long-Range Planning
Staff shall develop a long-term financial planning process that forecasts operating and capital expenditures and revenue for the next five years. The forecast should be regularly monitored and periodically updated.

Physical assets shall be maintained at an acceptable level to minimize future maintenance and replacement costs. Staff shall inventory all physical assets, their condition, life spans, and cost and prepare a long-term replacement schedule for the next five years. The schedule should be regularly monitored and updated annually. The projected cost for asset replacement shall be reflected in the forecast.

V-3. Operating Budget
In accordance with F.S. 189.016(3), JWB shall adopt a budget by resolution each fiscal year. The total amount available from taxation and other sources, including balances brought forward from prior fiscal years, must equal the total of appropriations for expenditures and reserves. At a minimum, the adopted budget must show for each fund, as required by law and sound financial practices, budgeted revenues and expenditures by organizational unit which are at least at the level of detail required for the annual financial report under F.S.218.32(1).

JWB considers the budget balanced when total expenditures are equal to total revenues.

Allocations for programs are linked to Board approved strategic focus areas.

JWB seeks to maximize the value the public receives through its spending. Accordingly, staff shall conduct reviews of prior year expenditure and revenue estimates to actuals and analyze variances. Staff shall seek expenditure reductions whenever possible through efficiencies, reorganization of services, and through the reduction or elimination of programs, policies, and practices which have outlived their usefulness. Staff shall encourage productivity improvements through training, technology, or other reasonable means.

V-4. Budgetary Control and Adjustments
Budgetary control is established at the program level for Children and Family Program expenditures, and at the administration, ASO, and non-administration level for General Government expenditures.

In accordance with F.S. 189.016(6), JWB, at any time within a fiscal year or within 60 days following
the end of the fiscal year, may amend a budget for that year. Budget amendments to the Adopted Budget that do not increase or decrease the total amount of appropriations in a fund require Board approval, if greater than $50,000.

The Chief Executive Officer or his/her designee is authorized to execute budget amendments to the Adopted Budget that do not increase the total appropriations of the fund, if less than or equal to $50,000. These amendments are reported to the Board on the monthly Board Financial and Investment Report.

A change to the Adopted Budget that increases the total amount of appropriations in a fund must be adopted by the Board in a resolution.

JWB funded agencies must submit a detailed line item budget for their Board approved program allocation for approval by designated JWB staff.

Appropriations not expended shall lapse at the end of the fiscal year.

V-5. Fund Lapse
Following the completion of JWB’s annual audit, staff will monitor lapsed program fund allocations and address subsequent funding level recommendations during the next budget preparation process.

Fund balances anticipated at the end of a fiscal year will be budgeted as the beginning fund balance for that fund for the upcoming fiscal year.

V-6. Emergency Response
JWB staff who are displaced by a disaster and are unable to perform routine or special duties during a period of disaster and disaster recovery will continue to receive their normal compensation for 60 days, provided the Chief Executive Officer concurs with the circumstances contributing to the employee’s inability to work. This compensation period may be extended at the discretion of the Board, upon recommendation of the Chief Executive Officer.

JWB participation in Recover Pinellas may include support for agencies and programs not currently funded within the Board mandate. The JWB Chief Executive Officer is delegated the authority to approve contracts for emergency funding from JWB’s approved Contingency Budget to meet urgent needs. The Chief Executive Officer will report use of the Contingency Budget to the Board and seek ratification as necessary during an emergency.

JWB may continue to fund previously approved programs for a period of at least 60 days after Pinellas County Emergency Management has declared a disaster, provided the program agrees to comply with requests from JWB or Recover Pinellas. This period may be extended or shortened at the discretion of the Board upon recommendation of the Chief Executive Officer.

Following the declaration of a disaster for a 60-day period, the Chief Executive Officer is delegated the authority to allocate funding to funded programs on a fixed rate basis up to one-twelfth of the program’s approved annual JWB allocation, adjusted for any normal operational costs that will not be incurred during the disaster recovery period.

V-7. Investment Policy

A) Policy
The policy of JWB is to invest funds in options which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the JWB and which conform to all state statutes governing the investment of public funds.

B) Scope
This investment policy applies to all funds in excess of those required to meet the current expenditures of JWB. These funds are accounted for in the JWB Annual Financial Report.

C) Prudence
The standard of prudence to be applied by the Investment Officer shall be the “prudent investor rule” in accordance with the Government Finance Officers Association, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” The “prudent investor rule” shall be applied in the context of managing all funds.

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately to the Chief Executive Officer, and that appropriate action is taken to control adverse developments.

D) Objectives
The primary objectives, in priority order, of the Investment Policy are:

Safety: Safety of principal is the foremost objective of the investment program. Investments of JWB shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. JWB will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

Liquidity: JWB’s investment portfolio will remain sufficiently liquid to enable JWB to meet all operating requirements which might be reasonably anticipated.

Yield: JWB’s investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with JWB safety and liquidity objectives.

E) Investment Authority
The Chief Financial Officer or designee is authorized as the Investment Officer of JWB and is responsible for investment of surplus funds in accordance with F.S. 218.415. The Board is responsible for adopting and amending this investment policy. The Chief Financial Officer shall develop and maintain written administrative procedures consistent with these policies for the investment program. The investment commitment shall depend on financial and staffing considerations given the amount of revenues available.

F) Ethics and Conflicts of Interest
The Chief Financial Officer or designee and other authorized personnel shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. These investment officials shall disclose annually, in a written statement to the Chief Executive Officer, any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal
financial/investment positions that could be related to the performance of the Board’s investment portfolio. The Chief Financial Officer must comply with F.S. 112, Disclosure of Financial Interests by filing Florida Commission on Ethics Form 1, the Statement of Financial Interest.

G) Authorized Investment Institutions & Dealers
Contracts shall be obtained only with credit worthy institutions. Public deposits shall only be made in a qualified public depository as established by the Chief Financial Officer of the State of Florida. Approved security broker/dealers consisting of “primary” dealers or regional dealers are those that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). A review of the financial conditions and registration of qualified financial institutions and broker/dealers will be conducted by the Chief Financial Officer or designee before a contract is created.

H) Authorized and Suitable Investments
This investment policy is authorized by the JWB Board of Directors. Consistent with F.S. 218.415, as amended, the following investments will be permitted by this policy:

a) The Florida Local Government Surplus Funds Trust Fund (SBA) or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in F.S.163.01.

b) U.S. Treasury Obligations. Negotiable direct obligations or obligations the principal and interest of which are unconditionally guaranteed by the U.S. Government. Such securities include, but are not limited to: Treasury bills, notes or bonds, and Treasury Strips.

c) Interest Bearing Savings Accounts, Demand Deposit Accounts or Time Certificates of Deposit in qualified public depositories as defined in F.S. 280.02.

d) Money Market Funds. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency. The ratings shall be “AAAm” or “AAAg” by Standard & Poor’s. They shall be registered under the Federal Investment Company Act of 1940 and operate in accordance with 17C.F.R.270.2a-7. The share value must equal $1.00. Underlying securities are obligations of the U.S. Treasury, U. S. Federal Agencies, GSE’s or repurchase agreements with these underlying securities. Investments in Collateralized Mortgage Obligation (CMOs), Real Estate Mortgage Investment Conduit (REMICs) or other derivative securities are prohibited.

I) Maturity & Liquidity Requirements
Investments of JWB will allow for the day-to-day liquidity needs. Therefore, investments will be made in accordance with anticipated cash need and cash flow requirements. JWB shall limit its maximum maturity to three years unless specific authority is given to exceed that limitation.

J) Portfolio Composition
The investment portfolio of JWB shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints and cash flow characteristics of JWB. For diversification purposes, the guidelines for the maximum allocation of funds are as follows: the local government surplus funds Trust Fund or any intergovernmental investment pool as described in Section V-7Ha; 75%; U.S. Treasury Obligations 75%; Interest Bearing Savings Accounts, Demand Deposit Accounts or Time Certificates of Deposit 100%; and Money Market Funds 75%.

K) Risk & Diversification
JWB recognizes that investment risks can result from issuer defaults, market price changes or various
technical complications leading to temporary illiquidity. Diversification is a way to control risk. The investment management is expected to be prudent and act in a way to minimize default risk. No single investment transaction shall be undertaken that jeopardizes the total capital position of JWB.

Diversification strategies within the established guidelines shall be reviewed and revised periodically, as deemed necessary by the appropriate management staff. The implementation of proposed changes to the strategies shall be presented to the Finance Committee for approval. The Finance Committee will periodically, annually at a minimum, evaluate and modify the diversification strategy of JWB investment portfolio. The total investment portfolio will be invested with a minimum of three financial institutions for diversification purposes.

L) Safekeeping and Custody
If arrangements are made for the holding of security assets by a third party, the assets and/or collateral shall be designated as JWB funds. Securities will be held by a third-party custodian designated by JWB and evidenced by safekeeping receipts. Such assets shall not be withdrawn by anyone except an authorized JWB staff member. Such transactions between a custodian and an institution involving the sale or purchase of assets by transfer of money shall be made on a "delivery vs. payment" basis.

M) Bid Requirement
When purchasing or selling securities, the Chief Financial Officer shall select the security which meets the parameters of this policy, using a competitive bid process when deemed feasible and appropriate. Comparison to current market prices, as indicated by one of the market pricing resources, may also be utilized.

N) Internal Controls
The investment policy shall provide for a system of internal controls and operational procedures. The unit of local government’s officials responsible for making investment decisions or Chief Financial Officer shall establish a system of internal controls which shall be in writing and made a part of the governmental entity’s operational procedures. The investment policy shall provide for review of such controls by independent auditors as part of any financial audit periodically required of the unit of local government. The internal controls should be designed to prevent losses of funds which might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the local government.

O) Performance Measurement
The Investment Officer will routinely monitor the investments. The benchmark measurement for performance of investments will be the U.S. Treasury Index comparable in maturity to the average life of the portfolio.

P) Reporting
The Chief Financial Officer shall report banking and investment results to the Board on a monthly basis. The monthly investment reports submitted to the Board shall contain sufficient information to evaluate the monthly performance of the investment program. The Annual Financial Report shall reflect the status of JWB's monetary assets, as required by the Governmental Accounting Standards Board and the State of Florida.

Q) Continuing Education
The Chief Financial Officer and appropriate staff shall annually complete eight hours of continuing education in subjects or courses of study related to investment practices and products.
V-8. Record and Inventory of JWB Property
The Chief Financial Officer will establish by rule, in accordance with F.S.274, the requirements for the recording of property to include equipment, fixtures, and other tangible personal property of no consumable and nonexpendable nature. This will include the annual review of property for inventory purposes and specific guidelines for the acquisition, supervision, control and disposition of surplus or obsolete property, and documentation of lost or stolen property.

V-9. Authorized Expenditures
Board members receive no salary or other compensation for service, however members may receive reimbursement for travel and related expenses when the travel is in the interest of JWB, including conferences related to the goals and purpose of JWB. Reimbursement for Board approved travel for Board members is at the same basis as staff is reimbursed, as outlined by the JWB Personnel Policies and JWB Travel Regulations.

When JWB staff is authorized by their respective supervisor to use their privately owned vehicles for travel on official JWB business, they shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rates for computing the deductible costs of operating an automobile for business purposes. This rate shall be benchmarked to the IRS rate and change accordingly.

The expenditure of funds is authorized as follows, provided a public purpose is served by the expenditure:

a) non-alcoholic refreshments at JWB sponsored community functions
b) all or a portion of the cost of meals or miscellaneous expenses in connection with JWB sponsored special meetings, strategic planning meetings, educational or training programs, recognitions or award ceremonies, and other similar special events, (not including employee staff meetings or other meetings of a similar type)
c) reimbursement of travel, moving, and related expenses in connection with recruitment of employees at the director level or higher, or for professional or technical positions, approved by job classification in advance
d) frames, plaques, certificates, trophies, pins, paperweights and other suitable tokens of recognition to acknowledge significant contributions by employees, volunteers, advisory board members, or other individual groups or organizations, provided the cost is below $100.
e) souvenirs and other tokens commemorating and or promoting programs, events and undertakings of the JWB
f) other unspecified expenditures approved in advance by the JWB Board of Directors similar in nature to the expenditures authorized herein

V-10. Revenue Forecasting
Per F.S.200, ad valorem revenues must be budgeted at not less than 95% of the certified taxable value. JWB monitors actual ad valorem receipts annually and budgets an appropriate percentage, not less than 95%, based upon expected receipts.

V-11. Fund Balance
The Board will adopt and periodically review targets for its designation of fund balance that reflect:

a) F.S.2003-320, Part II (a) 5, Laws of Florida, prohibition against incurring debt for capital expenses
b) JWB’s unique role as a funder of ongoing services to children and families
Designation of general fund balances represents tentative plans for future use of financial resources. In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise the limitations on the funds. The fund balance is reported in five components: non-spendable, restricted, committed, assigned, and unassigned.

a) Non-spendable includes amounts that cannot be spent because they are either not in spendable form or are legally or contractually bound.
b) Restricted consists of amounts that have constraints placed on them either externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law.
c) Committed consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action.
d) Assigned consists of amounts that are constrained by JWB’s intent to use the funds for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is determined by the JWB Board or the Chief Executive Officer.
e) Unassigned represents amounts that have not been restricted, committed, or assigned to specific purposes within the general fund.

The Board shall identify its unassigned, committed, or assigned cash reserves. The committed or assigned fund balance includes:

a) Those sums from the prior year(s) that are budgeted for expenditures in the immediate succeeding fiscal year (cash forward).
b) Those sums necessary to sustain mandated reserve levels.
c) Those sums which, by formal action, the Board has committed to expend in succeeding fiscal years.

JWB shall maintain a prudent fund balance to ensure that it has adequate capability to respond to changing or emerging community needs, unanticipated funding opportunities, the need to stabilize the budget, and natural disasters or emergency situations that threaten to disrupt the orderly delivery of services to Pinellas County children and families.

Non-spendable, restricted, committed, and assigned fund balance amounts shall be in line with their stated purposes. The JWB-Unassignedrestricted funds shall be targeted at a minimum of three-two months of operating expenses. The three month target is comprised of two months to manage cash inflows and out-flows until ad valorem revenue is received and one month to respond to potential unforeseen expenses.

Section VI: Purchasing and Contracting

VI-1. Purpose
The purpose of this section is to provide for the fair and equitable treatment of all persons involved in public purchasing by JWB, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

VI-2. Purchasing
The JWB shall adhere to prudent financial management practices and applicable governmental standards for purchasing.
a) Commodities and contractual services with a total cost of less than or equal to $5,000 (per fiscal year) may be purchased by phone or other contact between the purchaser and supplier, using buyer experience and knowledge. (Competitiveness is stressed for orders under $5,000.)
b) Commodities and contractual services with a cost of between $5,001 and $10,000 (per fiscal year) will be purchased on the basis of a minimum of three oral quotations which shall be documented or three written quotations and are awarded by the Chief Executive Officer or through Board approval.
c) Commodities and contractual services with a cost of between $10,001 and $50,000 (aggregate contract value) will be purchased on the basis of a minimum of three written quotations, an Invitation to Bid, or a Request for Proposal and are awarded by the Chief Executive Officer or through Board approval.
d) Commodities and contractual services with a cost in excess of $50,000 (aggregate contract value) require a competitive solicitation (Request for Proposal, Invitation to Bid, Request for Qualifications, Invitation to Negotiate, or Request for Applications, etc.) to be issued, and are awarded through Board approval.
e) Sole source purchases may be used as a procurement method for purchases of products or services when it is determined that there is only one practicable and reasonable source with the ability or capability to meet the particular requirements of the solicitation. Written documentation must be provided, justifying why there is only one source for the requirements. Exercise of authority under this provision shall be reported at the following JWB Board meeting.
f) A purchasing policy waiver may be authorized by the Chief Executive Officer in very limited circumstances, when an unusual or unique situation exists that makes the application of the Purchasing Policies contrary to the public interest. Any application of this shall be made with such competition as is practicable under the circumstances. Written documentation must be provided, clearly documenting the advantages of waiving the purchasing policies. Such advantages may be based upon, but not limited to, uniqueness, vendor qualifications, and timeliness of the purchase. In no way does this section permit the Chief Executive Officer to exceed his or her authority of $50,000 as set forth in Section VI-4. Exercise of authority under this provision shall be reported at the following JWB Board meeting.
g) JWB may participate in or administer a cooperative purchasing agreement for the procurement of any supplies or services with one or more public procurement units. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public procurement units and open-ended state or federal procurement unit contracts which are made available to local procurement units. All cooperative purchasing shall be through contracts awarded through full and open competition. The Chief Executive Officer has authority to make award for cooperative purchases up to $50,000 in a fiscal or calendar year. Cooperative purchases exceeding $50,000 are awarded through Board approval.

h) Notwithstanding any other provisions of this section, the Chief Executive Officer may make or authorize others to make emergency purchases of goods or services in the event of a disruption of essential operations, or when there exists a threat to public health, welfare, or safety provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. Emergency purchases in excess of $50,000 shall be reported at the following JWB Board meeting.

i) JWB’s administrative All contracts in excess of $50,000 will be thoroughly reviewed at least every five years. Recommendations for continuation funding, program restructuring, and re-
bidding or contract termination will be brought before the Board Chief Executive Officer for approval. In the intervening years, contracts warrant formal staff review for continued funding.

j) Cancellation of a Competitive Solicitation. At any time, the Board may postpone or cancel a competitive solicitation in its entirety, and any or all responses may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of JWB. The reasons therefor shall be recorded.

VI-3. Protest Procedure

Bid/Proposal Protests. Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.

Posting. JWB shall publicly post the award on JWB’s website within three full business days after the JWB Board award decision has been made. All bidders or proposer will be sent an email with the notice of award to the email address provided in the bid or proposal.

Requirements to Protest.

a) A formal written protest must be filed no later than 5:00 PM, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by Application of such authorities to such grounds.

b) A formal written protest is considered filed when the JWB Chief Executive Officer receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective Applicant.

Sole Remedy. These procedures shall be the sole remedy for challenging an award of bid or proposal. Bidders or proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.

Authority to Resolve. The Chief Executive Officer shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing thereof.

Review of Chief Executive Officer’s Decision.

a) The protesting party may request a review of the Chief Executive Officer’s decision by the Board by delivering a written request for review of the decision to the Chief Executive Officer by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the Applicant deems relevant to the issues raised in the request for review.

b) The Board will consider the request for review at the next regularly scheduled Board meeting after the request is received. It is within the Board’s discretion whether to allow testimony or argument from the protesting party at the Board meeting. If it is determined by majority vote
of Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Budget and Business Services Division or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.

c) If it is determined by majority vote of Board members present at the meeting that the award should be upheld, the Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the Board meeting. The decision shall be final and conclusive as to JWB.

Stay of Procurement during Protests. The decision to stay a procurement during protests shall be at the sole discretion of the Chief Executive Officer.

VI-4. Approval Authority
The Board shall approve all lease agreements pertaining to JWB occupied or owned real estate.

The JWB Chief Executive Officer or his/her designee shall have the authority to do the following within the Adopted Budget:

a) Approve and execute any and all contracts, including, but not limited to: grants, interlocal agreements, intergovernmental contracts, joint and cooperative purchasing contracts with other governmental agencies, and any amendments, extensions, renewals, or assignments thereof, including changes in price, terms and conditions, that involve the receipt or payment by JWB of an amount not to exceed $50,000

b) Execute all agreements approved by the Board

The Chief Financial Officer shall have the authority to do the following within the Adopted Budget:

Approve and execute contracts for routine operation, routine repair, and routine maintenance of infrastructure facilities, including, without limitation, the contracts for information technology of an amount not to exceed $10,000.

All contracts approved and/or executed under this section shall be listed on the monthly Board Financial and Investment Report and on the agenda of the JWB Board meetings.

VI-5. Types of Contracts
JWB contracts will provide funding on a per diem, unit cost, fixed price, or cost-reimbursement basis. The specific terms of these contracts will be established by JWB at the onset of each contract period.

JWB may issue memorandums of agreement or understanding in regard to initiatives and collaborative projects.

VI-6. Advances
Request for advance funds can be one-fourteenth of the agency’s JWB program allocation with a maximum of $100,000 total per agency and must be approved by the Board if greater than $50,000. The Chief Executive Officer may approve amounts less than $50,000. An agency must reconcile all advances at the end of the fiscal year in which they were provided, in order to qualify for contract renewal.
VI-7. Review of Standard Contract
JWB staff will annually review the standard contract template including general conditions and as appropriate, make changes there to.
Finance Committee Meeting

December 18, 2018

Capital Request for Application Funding Recommendations

Item I.D.

Recommended Action: Approve Non-Operating and Capital Projects Funding Recommendations

Strategic Plan Alignment: Administration

A Non-Operating and Capital Projects Request for Applications (RFA) was released on September 6, 2018. The budgeted amount for this initiative is $1 million for FY19. The purpose of the solicitation is to provide one-time-only funding to improve the administration and service delivery infrastructure of 501(c)(3) organizations that currently receive program funding from JWB.

Twenty-four Applications, totaling $1,562,461, were evaluated by the Evaluation Committee. The Evaluation Committee consisted of the following JWB staff: Jennifer Artiaga, John Ondrovic, Saba Rahman, and Shannon Phillips. The Evaluation Committee presented the scores for each Application and the Committee’s recommendation to the JWB Executive Team for considered in developing the final funding recommendation presented to the Finance Committee and Board for approval and award. The following criteria and points were used to evaluate and score the Applications:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Need</td>
<td>25</td>
</tr>
<tr>
<td>Project Description</td>
<td>20</td>
</tr>
<tr>
<td>Cost Effectiveness</td>
<td>20</td>
</tr>
<tr>
<td>Return on Investment</td>
<td>20</td>
</tr>
<tr>
<td>Financial and Administrative Capacity</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Applications were required to have an average score of 65 or above to be considered for funding. The Evaluation Committee also reviewed the geographic distribution of the applications that scored 65 or above and determined that no changes would be made to the recommendations. The projects recommended for award that fall within the $1 million budget for this initiative, scored 68.25 or above. The Executive Team recommends award of $1 million to a total of 17 projects, 14 projects to be fully-funded and three projects partially funded.

Staff Resource: Brian Jaruszewski
Diana Carro
Lorrayne Hayes

Attachments: FY 19 Non-Operating and Capital Projects RFA Summary
FY 19 Non-Operating and Capital Projects RFA Scoring and Recommendations by the Executive Team (in order of score)
# FY19 NON-OPERATING AND CAPITAL PROJECTS RFA SUMMARY

## Agency Applications

<table>
<thead>
<tr>
<th>Number Requested</th>
<th>Number Recommended</th>
<th>Percent Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>17</td>
<td>71%</td>
</tr>
</tbody>
</table>

## Area Served (self-identified)

<table>
<thead>
<tr>
<th>Area Served (self-identified)</th>
<th>Number of Projects Requested</th>
<th>Amount Requested</th>
<th>Number of Projects Recommended</th>
<th>Amount Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Countywide</td>
<td>19</td>
<td>$1,133,478</td>
<td>15</td>
<td>$831,194</td>
</tr>
<tr>
<td>North County</td>
<td>3</td>
<td>$264,027</td>
<td>2</td>
<td>$168,806</td>
</tr>
<tr>
<td>Mid-County</td>
<td>1</td>
<td>$79,067</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>South County</td>
<td>1</td>
<td>$85,889</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>24</td>
<td>$1,562,461</td>
<td>17</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

## Project Type

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Number of Projects Requested</th>
<th>Percentage of Requests</th>
<th>Amount Requested</th>
<th>Number of Projects Recommended</th>
<th>Percentage of Projects Recommended</th>
<th>Amount Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>7</td>
<td>29%</td>
<td>$520,804</td>
<td>6</td>
<td>35%</td>
<td>$418,835</td>
</tr>
<tr>
<td>Security</td>
<td>4</td>
<td>17%</td>
<td>$225,608</td>
<td>4</td>
<td>24%</td>
<td>$202,598</td>
</tr>
<tr>
<td>Transportation</td>
<td>5</td>
<td>21%</td>
<td>$412,987</td>
<td>2</td>
<td>12%</td>
<td>$168,732</td>
</tr>
<tr>
<td>Technology</td>
<td>4</td>
<td>17%</td>
<td>$168,761</td>
<td>2</td>
<td>12%</td>
<td>$54,037</td>
</tr>
<tr>
<td>Technology/Disaster</td>
<td>1</td>
<td>4%</td>
<td>$100,000</td>
<td>1</td>
<td>6%</td>
<td>$100,000</td>
</tr>
<tr>
<td>Disaster</td>
<td>1</td>
<td>4%</td>
<td>$39,700</td>
<td>1</td>
<td>6%</td>
<td>$39,700</td>
</tr>
<tr>
<td>Technology/Furniture</td>
<td>1</td>
<td>4%</td>
<td>$36,651</td>
<td>1</td>
<td>6%</td>
<td>$16,098</td>
</tr>
<tr>
<td>Facility/Furniture</td>
<td>1</td>
<td>4%</td>
<td>$57,950</td>
<td>0</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>24</td>
<td>100%</td>
<td>$1,562,461</td>
<td>17</td>
<td>100%</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>JWB Focus Area</td>
<td>Number of Projects Requested</td>
<td>Amount Requested</td>
<td>Number of Projects Recommended</td>
<td>Amount Recommended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
<td>------------------</td>
<td>-------------------------------</td>
<td>--------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention of Child Abuse and Neglect</td>
<td>8</td>
<td>$419,758</td>
<td>7</td>
<td>$292,457</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Success</td>
<td>5</td>
<td>$429,310</td>
<td>5</td>
<td>$406,300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strengthening Community</td>
<td>5</td>
<td>$348,586</td>
<td>1</td>
<td>$73,685</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Readiness</td>
<td>2</td>
<td>$110,929</td>
<td>1</td>
<td>$31,630</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention of Child Abuse and Neglect, School Success, and School Readiness</td>
<td>1</td>
<td>$38,556</td>
<td>1</td>
<td>$38,556</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention of Child Abuse and Neglect and School Success</td>
<td>1</td>
<td>$57,372</td>
<td>1</td>
<td>$57,372</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention of Child Abuse and Neglect and School Readiness</td>
<td>2</td>
<td>$157,950</td>
<td>1</td>
<td>$100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
<td>$1,562,461</td>
<td>17</td>
<td>$1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies</td>
<td>Project Name/Program Name</td>
<td>Project Request Details</td>
<td>Project Type</td>
<td>Total Score</td>
<td>Amount Requested from JWB</td>
<td>Amount Recommended</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| Personal Enrichment Through Mental Health Services, Inc. (PEMHS) | Essential Infrastructure Repairs/ Family Services Initiative System Navigation | 1. Roof Replacement Bldg. A, C, D: $37,170  
1. New Air Conditioner Bldg. D: $4,649  
1. Painting Bldg. A, B, C, D: $6,575 | Facility | 86.00 | $48,394 | $48,394 |                        |
| Gulf Coast Jewish Family and Community Services | Security Enhancements/ Organization-Wide                      | 28-External LED Lights + Labor: $8,751.12  
1. Staff Alert System: $10,129  
1. Door Locking System: $38,491.07 | Security | 85.00 | $57,372 | $57,372 |                        |
| Safety Harbor Neighborhood Family Center DBA Mattie Williams Neighborhood Family Center | Transportation Project/ Bright Ideas Youth Development       | 1- 2019 Eldorado Advantage 30 Passenger Bus: $73,685 | Transportation | 83.75 | $73,685 | $73,685 |                        |
| Suncoast Center, Inc. | Bathrooms Renovation/ Family Integrated Services | Toilets, paper towel holders, tissue paper holder, changing table, grab bars, mirrors, sinks, wall and floor tile. Remove waste, obtain required permits, cement boards, remove toilets, fixtures, and tile: $63,900  
Fixtures: $1,500  
Asbestos Survey: $800  
Architectural Drawings: $2,500 | Facility | 83.00 | $68,700 | $68,700 |                        |
| Operation PAR, Inc. | Safety and Security/ PAR Developmental Center | 1- Interior repaint of walls and doors: $9,700  
1. Security System Purchase and Installation: $3,494  
1. Replace A/C System and Ductwork: $6,780  
1. Paging Equipment Replacement: $7,885  
1. Telephone System and Cabling: $8,746.43 | Security | 81.50 | $36,606 | $36,606 |                        |
| iClub Child Care, Inc. | Server Refresh Project/ Organization Wide | 3- HPE ProLiant DL360 Gen10 - 2x Intel Xeon 4110 CPU, 96GB Memory, 2x 4-port 1 Gigabit Ethernet adapter, onboard Integrated Lights Out (iLO), redundant power supply, 5-year extended warranty: $19,231.38  
1- HPE MSA 2050 iSCSI SAN Dual Controller iSCSI 1 Gb Ethernet w/ 14 600 GB Server Hard Drives and 5-year extended warranty: $19,324.48  
1- Telephone System and Cabling: $8,746.43 | Technology | 81.50 | $38,556 | $38,556 |                        |
| The Children's Home Network, Inc. | CHN Pinellas IT Conference and Media Center/ Kinship | 4- 6" Speakers: $231.04  
1. Amplifier: $259.55  
1. Media Presentation Controller: $995  
1. Touch Display Monitor: $7,199  
1. System Integrator: $2,995  
1. Wall Mount: $201.10  
1-Plenumm Rated Storage Box: $42.03  
1-Type A to Type B M/M Cable: $495  
1-Miscellaneous: $447.28 | Technology | 79.50 | $15,481 | $15,481 |                        |
<table>
<thead>
<tr>
<th>Agencies</th>
<th>Project Name/Program Name</th>
<th>Project Request Details</th>
<th>Project Type</th>
<th>Total Score</th>
<th>Amount Requested from JWB</th>
<th>Amount Recommended</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Local Community Housing Corporation</td>
<td>Cops N' Kids- New Classroom/</td>
<td>Demolition: $3,500&lt;br&gt;Permit and Fees: $700&lt;br&gt;Parking Striping and Wheel Stops: $4,480&lt;br&gt;Concrete: $11,578&lt;br&gt;Window: $1,050&lt;br&gt;Doors: $3,150&lt;br&gt;Stucco in-fill: $1,190&lt;br&gt;Interior Gypsum Wall System (Drywall): $11,760&lt;br&gt;Painting: $3,574&lt;br&gt;Porcelain Floor and Wall Tile: Included&lt;br&gt;Vinyl Floor Covering: $5,242&lt;br&gt;HVAC: $18,590&lt;br&gt;Plumbing: $10,290&lt;br&gt;Plumbing Fixtures: $973&lt;br&gt;Gas: $1,040&lt;br&gt;Insulation: $840&lt;br&gt;Siding: $3,500&lt;br&gt;Roofing: $560&lt;br&gt;Cleaning: $490&lt;br&gt;Temp Toilet: $644&lt;br&gt;Supervision: $7,000</td>
<td>Facility</td>
<td>79.25</td>
<td>$95,121</td>
<td>$95,121</td>
<td></td>
</tr>
<tr>
<td>Family Resources, Inc.</td>
<td>Emergency Generator/ SafePlace2B</td>
<td>1. Emergency Generator: $39,700</td>
<td>Disaster</td>
<td>78.50</td>
<td>$39,700</td>
<td>$39,700</td>
<td>Partial Funding Recommendation: Mobile App Usage for One Year for $1,080 is ineligible because it is an operating expense. $1,080 is reduced from Amount Recommended. Also, reduced Amount Recommended by $21,930 for the window tinting because it seems duplicative with the purchase of blinds and could cause fire safety issues if trying to leave the building.</td>
</tr>
<tr>
<td>Boys and Girls Club of the Suncoast</td>
<td>BGCS Security Project/</td>
<td>6-Installation of alarm systems, inside and outside camera, buzz in system and intercom: $55,745&lt;br&gt;Shatter-proof window tinting: $21,930&lt;br&gt;Blinds and Installation: $14,045.60</td>
<td>Security</td>
<td>77.75</td>
<td>$100,000</td>
<td>$76,990</td>
<td></td>
</tr>
<tr>
<td>United Methodist Cooperative Ministries/Suncoast, Inc. (UMCM Suncoast)</td>
<td>Security Camera Update/ Quality Early Learning Initiative</td>
<td>1- Camera System at St. Pauls: $9,289.99&lt;br&gt;1- Installation Services St. Pauls: $2,720&lt;br&gt;1- Camera system at St. Marks: $8,499.99&lt;br&gt;1- Installation Services St. Marks: $2,250&lt;br&gt;1- Camera System at CWP: $7,169.99&lt;br&gt;1- Installation Services CWP: $1,690&lt;br&gt;1- Permits as Needed: $1,200</td>
<td>Security</td>
<td>75.00</td>
<td>$31,630</td>
<td>$31,630</td>
<td></td>
</tr>
<tr>
<td>Agencies</td>
<td>Project Name/Program Name</td>
<td>Project Request Details</td>
<td>Project Type</td>
<td>Total Score</td>
<td>Amount Requested from JWB</td>
<td>Amount Recommended</td>
<td>Notes/Comments</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>--------------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Girl Scouts of West Central Florida</td>
<td>Her Vision of Tomorrow: Camp Wai Lani Cabin/ Girl Scouts</td>
<td>1- Camp Wai Lani Cabin: $100,000</td>
<td>Facility</td>
<td>74.25</td>
<td>$100,000</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Boley Centers, Inc.</td>
<td>Transportation Project/ Youth Employment Program</td>
<td>4-Transit Connect 7 passenger vans: $93,046.72 4-Cost of License Tags: $2,000</td>
<td>Transportation</td>
<td>72.50</td>
<td>$95,047</td>
<td>$95,047</td>
<td></td>
</tr>
<tr>
<td>RCS Pinellas, Inc.</td>
<td>The Haven of RCS</td>
<td>1- Floor Replacement: $58,478 1- Baseboards Replacement: $9,000</td>
<td>Facility</td>
<td>72.00</td>
<td>$74,226</td>
<td>$67,478</td>
<td></td>
</tr>
</tbody>
</table>

Partial Funding Recommendation: Administrative Costs of $6,747.80 is ineligible because it is an operating expense. $6,747.80 is reduced from Amount Recommended.
<table>
<thead>
<tr>
<th>Agencies</th>
<th>Project Name/Program Name</th>
<th>Project Request Details</th>
<th>Project Type</th>
<th>Total Score</th>
<th>Amount Requested from JWB</th>
<th>Amount Recommended</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizens Alliance for Progress, Inc.</td>
<td>Union Academy Family Center Bathroom Renovation/ Union Academy Family Center</td>
<td>1. Complete Demolition and Renovation of Men's and Women's Restrooms to be ADA Compliant: $95,221</td>
<td>Facility</td>
<td>71.75</td>
<td>$95,221</td>
<td>$0</td>
<td>Partial amount of $55K was recommended due to exceeding the amount of money available for funding. Emailed agency to see if they could complete project with a partial funding request. They responded that they would need full funding to complete project. Executive Team recommended moving this request to be funded through a separate allocation for NFC licensure.</td>
</tr>
<tr>
<td>Big Brothers Big Sisters of Tampa Bay, Inc.</td>
<td>Facility Updates/ Comprehensive Mentoring</td>
<td>1. Paving (Sealcoating System): $1,875 1. Outdoor Sign 2' x 10': $252 1. Outdoor Sign 4' x 8': $388.80 2. Perforated Window Vinyl: $810.50 1. Roofing (Materials and Labor): $35,474.80 4. Additional Plywood: $300</td>
<td>Facility</td>
<td>71.00</td>
<td>$39,142</td>
<td>$39,142</td>
<td>No recommendation due to the project's inability to be split for the amount remaining for funding. Commercial Auto Policy for $2,154, Oil Changes for $359.94, and Gasoline for $7,306 are ineligible expenses. $9,819.94 must be reduced from Amount Recommended (if applicable).</td>
</tr>
<tr>
<td>James B. Sanderlin NFC</td>
<td>Transportation Project/ James B. Sanderlin NFC</td>
<td>2. Ford 15 Passenger Wagon: $77,000 2. Commercial Automobile Policy: $2,154 2. Opaque Car Decals: $146 6. Oil Changes: $359.94 2,600 Gallons- Gasoline: $7,306</td>
<td>Transportation</td>
<td>69.75</td>
<td>$85,889</td>
<td>$0</td>
<td>No recommendation due to the project's inability to be split for the amount remaining for funding. Commercial Auto Policy for $2,154, Oil Changes for $359.94, and Gasoline for $7,306 are ineligible expenses. $9,819.94 must be reduced from Amount Recommended (if applicable).</td>
</tr>
<tr>
<td>Agencies</td>
<td>Project Name/Program Name</td>
<td>Project Request Details</td>
<td>Project Type</td>
<td>Total Score</td>
<td>Amount Requested from JWB</td>
<td>Amount Recommended</td>
<td>Notes/Comments</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Gulfcoast Legal Services</td>
<td>Lealman Expansion Project/Organization-Wide</td>
<td>9- Workstations: $12,978.63 1- Shipping for Workstations: $53.17 9- Software for Workstations: $1,260 1- IT Equipment for Lealman Center: $1,640.85 16-Labor Hours for IT Upgrades: $2,368 1- Legal Server Spanish Online Intake Module: $2,500 4- Desks for Legal Staff: $2,300 10-Rolling Desk Chairs: $1,510, Partial Funding: $604 12-Guest Chairs for Clients: $1,008, Partial Funding: $504 1- Storage Cabinet: $276 1- Four Drawer Lateral File Cabinet: $600 1- Round Meeting Table: $175 1- Printer/Copier for Lealman Center: $4,711 1- Legal Server Configurations Consultation: $1,000</td>
<td>Technology / Furniture</td>
<td>68.25</td>
<td>$36,651</td>
<td>$16,098</td>
<td>Partial Funding Recommendation: For the remaining balance of funding, Evaluation Committee stressed that the Legal Server Spanish Online Intake Module needs to be incorporated in the recommendation; all other expenses up to Gulfcoast Legal. Gulfcoast Legal identified the bolded items in the Project Request details to be purchased.</td>
</tr>
<tr>
<td>Directions for Mental Health (Directions for Living)</td>
<td>Technology Upgrades to Address Community Needs/Children and Family Services</td>
<td>162- Windows Core and Processor Upgrades for Server Based on Microsoft's Licensing Policy: $7,290 60- Labor for Item Above: $6,300 1- Dell Poweredge Server: $7,000 10-Labor for Item Above: $1,050 9- Dell Desktop Computers and Set Up: $13,500 5- Dell Laptop Computers and Set Up: $10,480 1- Predictive Index Training and License: $52,764 1- Project Overrun and Unforeseen Equipment and Labor Adjustments at 10% of 100,000: $10,000</td>
<td>Technology</td>
<td>67.25</td>
<td>$100,000</td>
<td></td>
<td>If recommended, need to revisit amount to recommend.</td>
</tr>
<tr>
<td>Early Learning Coalition of Pinellas County, Inc.</td>
<td>ELC Mobile Lobby/School Readiness, VPK and Pre-K All Day</td>
<td>1-Mercedes Sprinter: $77,005.95 1- Full Exterior Vinyl Wrap: $2,293</td>
<td>Transportation</td>
<td>65.50</td>
<td>$79,299</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greater Ridgecrest Area Youth Development Initiative, Inc. (GRAYDI NFC)</td>
<td>Van Purchase/Organization-Wide</td>
<td>2- Ford-Transit Vans: $79,067</td>
<td>Transportation</td>
<td>65.50</td>
<td>$79,067</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies</td>
<td>Project Name/Program Name</td>
<td>Project Request Details</td>
<td>Project Type</td>
<td>Total Score</td>
<td>Amount Requested from JWB</td>
<td>Amount Recommended</td>
<td>Notes/Comments</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Community Action Stops Abuse, Inc. (CASA)</td>
<td>Refresh for Outreach/ Organization-wide</td>
<td>1-Flooring: $35,000&lt;br&gt;3-Closets: $6,000&lt;br&gt;1-Walls for private office: $5,000&lt;br&gt;Hurricane fabric for 2 stories/all windows: $10,000&lt;br&gt;6-Chairs with Wheels: $600&lt;br&gt;6-Chairs without Wheels: $600&lt;br&gt;1-Console Table: $150&lt;br&gt;Architect Consultation: $600</td>
<td>Facility/Furniture</td>
<td>63.50</td>
<td>$57,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Center on Deafness</td>
<td>Technology Enhancement Project/ Family Center on Deafness</td>
<td>2- Konica Minolta Bizhub C258 Copy Machine: $5,635&lt;br&gt;2- Kyocera M6635cidn Copy Machine: $5,800&lt;br&gt;4- Acer Aspire S 17: $1,888.76&lt;br&gt;4- Ring Video Doorbell: $799.96&lt;br&gt;2- Epson VS250 SVGA 3LCD Projector: $599.98</td>
<td>Technology</td>
<td>45.00</td>
<td>$14,724</td>
<td></td>
<td>$1,562,461</td>
</tr>
</tbody>
</table>
Recommended Action: Approve Removal of Surplus and Obsolete Inventory

Strategic Plan Alignment: Administration

All JWB equipment is evaluated on a semi-annual basis to determine its usefulness and whether it meets current needs. The attached Surplus Property Report lists the unused equipment staff is requesting to remove from the building.

The report includes a description of surplus furniture and equipment to be removed, reason for removal, designation (intended method of disposal), and date of purchase. Items classified as inefficient are either outdated or do not match our current technology needs. Items classified as uneconomical are too costly to maintain or repair when considering the value the item brings.

Pursuant to s. 274.05, F.S., “Surplus Property,” a governmental unit shall have discretion to classify as surplus any of its property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. Section 274.06, F.S., “Alternative Procedure”, specifically provides that “if the property is without commercial value it may be donated, destroyed, or abandoned.” Useable items will be donated to local nonprofit agencies as defined in 273.01(3), F.S.

Pending Board approval, JWB will offer items designated as donate to the JWB funded agencies on a first-come, first-serve basis. Remaining items will be donated to other 501(c)(3) organizations or disposed of in the appropriate manner such as recycling or waste disposal.

Staff Resource: Laura Peele
<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Description of Item</th>
<th>Reason for Removal</th>
<th>Purchase Date</th>
<th>Purchase Price</th>
<th>Net Book Value</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>000786</td>
<td>shredder not used</td>
<td>Inefficient</td>
<td>2/4/2012</td>
<td>$197.42</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>000800</td>
<td>Projector</td>
<td>Inefficient</td>
<td>4/13/2007</td>
<td>$990.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>000824</td>
<td>Microphone</td>
<td>Inefficient</td>
<td>6/24/2008</td>
<td>$167.00</td>
<td>$0.00</td>
<td>Recycle</td>
</tr>
<tr>
<td>000831</td>
<td>UHF Receiver</td>
<td>Inefficient</td>
<td>7/11/2012</td>
<td>$100.00</td>
<td>$0.00</td>
<td>Dispose</td>
</tr>
<tr>
<td>000879</td>
<td>Insignia TV with DVD</td>
<td>Inefficient</td>
<td>10/24/2012</td>
<td>$499.99</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>001185</td>
<td>22 inch Monitor</td>
<td>Inefficient</td>
<td>2/15/2011</td>
<td>$195.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>001284</td>
<td>Acer Monitor</td>
<td>Inefficient</td>
<td>10/1/2009</td>
<td>$250.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002021/001358</td>
<td>Network UPS</td>
<td>Inefficient</td>
<td>1/8/2008</td>
<td>$1,270.47</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002044</td>
<td>Cisco 1841 Router</td>
<td>Inefficient</td>
<td>12/18/2008</td>
<td>$2,433.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002057</td>
<td>APC UPS</td>
<td>Inefficient</td>
<td>5/5/2009</td>
<td>$1,333.39</td>
<td>$0.00</td>
<td>Recycle</td>
</tr>
<tr>
<td>002079/001336</td>
<td>Network Switch</td>
<td>Inefficient</td>
<td>2/26/2010</td>
<td>$5,840.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002095/001355,002094/001354,002093/001353,002096/001356</td>
<td>Cisco 48 port 10/100/1000 (4)</td>
<td>Inefficient</td>
<td>6/28/2011</td>
<td>$4,990.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002128/001445</td>
<td>Cisco Switch and 2 Fiber Channels</td>
<td>Inefficient</td>
<td>9/14/2011</td>
<td>$5,779.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002206</td>
<td>Toshiba 32&quot; LCD TV (in lobby)</td>
<td>Inefficient</td>
<td>9/29/2008</td>
<td>$642.98</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002231</td>
<td>16 port hybrid w/4tb recording capacity</td>
<td>Inefficient</td>
<td>7/11/2013</td>
<td>$2,370.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002232, 00233, 00234</td>
<td>PHONE CAMERA, DVR SYSTEM (3)</td>
<td>Inefficient</td>
<td>7/11/2013</td>
<td>$250.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002239, 002238</td>
<td>23 inch monitors (2)</td>
<td>Inefficient</td>
<td>9/24/2013</td>
<td>$145.72</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002252</td>
<td>HP Server DL380P</td>
<td>Inefficient</td>
<td>10/8/2013</td>
<td>$9,419.28</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002347, 002387, 002399, 002396, 002391, 002395, 002397, 002398, 002389, 002390, 002394, 002385, 002393, 002392, 002388</td>
<td>Lenovo Yoga Laptop (15)</td>
<td>Inefficient</td>
<td>3/3/2015</td>
<td>$1,312.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002405, 002406</td>
<td>Juniper Pulse Gateway 2600 Base System - VPN (2)</td>
<td>Inefficient</td>
<td>11/7/2014</td>
<td>$750.00</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>002443</td>
<td>Verizon MIFI</td>
<td>Inefficient</td>
<td>9/1/2015</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Recycle</td>
</tr>
<tr>
<td>Asset ID</td>
<td>Description of Item</td>
<td>Reason for Removal</td>
<td>Purchase Date</td>
<td>Purchase Price</td>
<td>Net Book Value</td>
<td>Disposition</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>--------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>002478</td>
<td>Verizon MIFI</td>
<td>Inefficient</td>
<td>2/15/2016</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Recycle</td>
</tr>
<tr>
<td>002518, 002521</td>
<td>Verizon MIFI (2)</td>
<td>Inefficient</td>
<td>10/14/2016</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Recycle</td>
</tr>
<tr>
<td>002553</td>
<td>Verizon MIFI</td>
<td>Item Lost</td>
<td>2/1/2017</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Dispose</td>
</tr>
<tr>
<td>002684</td>
<td>iPad</td>
<td>Broken</td>
<td>4/10/2018</td>
<td>$358.00</td>
<td>$0.00</td>
<td>Dispose</td>
</tr>
<tr>
<td>no number</td>
<td>Office Side Chair (2)</td>
<td>Inefficient</td>
<td>Donation from Chase</td>
<td>NA</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>no number</td>
<td>Kodak 12x Image Stabilizer 8.1 mega</td>
<td>Inefficient</td>
<td>Donation from Chase</td>
<td>NA</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>no number</td>
<td>Desk with return</td>
<td>Inefficient</td>
<td>Donation from Chase</td>
<td>NA</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>no number</td>
<td>Office Lamp</td>
<td>Inefficient</td>
<td>Donation from Chase</td>
<td>NA</td>
<td>$0.00</td>
<td>Donate</td>
</tr>
<tr>
<td>no number</td>
<td>Storage cabinet</td>
<td>Broken</td>
<td>Donation from Chase</td>
<td>NA</td>
<td>$0.00</td>
<td>Dispose</td>
</tr>
</tbody>
</table>
The FY19 JWB Budget currently includes $2.7 million for Future Programming. On November 29, 2018, JWB held a Funding Workshop. The goal of the Workshop was to present a summary of performance and financial highlights for each Strategic Focus Area, and also to present funding recommendations for FY 19.

Attached are the funding recommendations that were discussed at the Workshop, which are being presented for discussion and Finance Committee approval. The funding recommendations are based on: 1) specific items in the JWB Strategic Plan, 2) observations from program monitoring for program enhancement, and 3) discussion that occurred during the November 29, 2018 Board Workshop.

Staff Resource: Brian Jaruszewski
Judith Warren

Attachments: FY19 Funding Recommendations (to be distributed prior to meeting)
November 29, 2018 Board Workshop Minutes
BOARD WORKSHOP
THURSDAY, NOVEMBER 29, 2018 AT 1:30 PM

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

MINUTES

I. Introduction and Review of Meeting Objectives

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Aungst, Jr.</td>
<td>Board Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Susan Rolston</td>
<td>Board Vice Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Richard Butler</td>
<td>Board Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Bob Dillinger</td>
<td>Public Defender</td>
<td>Excused</td>
</tr>
<tr>
<td>Michael Grego</td>
<td>Superintendent</td>
<td>Excused</td>
</tr>
<tr>
<td>Bernie McCabe</td>
<td>State Attorney</td>
<td>Present</td>
</tr>
<tr>
<td>Michael Mikurak</td>
<td>Board Member</td>
<td>Present</td>
</tr>
<tr>
<td>James Millican</td>
<td>Board Member</td>
<td>Present</td>
</tr>
<tr>
<td>Patrice Moore</td>
<td>Sixth Judicial Court Judge</td>
<td>Present</td>
</tr>
<tr>
<td>Karen Seel</td>
<td>Pinellas County Commissioner</td>
<td>Present</td>
</tr>
<tr>
<td>James Sewell</td>
<td>Board Member</td>
<td>Present</td>
</tr>
</tbody>
</table>

II. Safe and Stable Housing Presentation (Commissioner Karen Seel on behalf of the Pinellas County Commission and Homeless Leadership Board)

Commissioner Seel presented a snapshot of homelessness in Pinellas County and thanked the Homeless Leadership Board (HLB) and Pinellas County Human Services for improvements to data and structural changes regarding the crisis response system. JWB was also recognized for its support through the Family Services Initiative.

Commissioner Seel referred to handouts [See attached] to demonstrate the process of a temporary solution, which the County helped to support due to the lack of shelter beds, compared to a permanent solution.

The Pinellas County Commission approved funding for supportive wrap services including mental health for persons continuing to face homelessness. References to the Homeless Children and Families handout were made to include an emphasis on unaccompanied youth.
The HLB has secured more than $18 million in grants to serve the homeless. Additional funding has been allocated to HLB for hiring diversion specialists who can focus on prevention. Ms. Susan Myers, HLB CEO, said homeless providers are doing a good job at helping people apply for and gain social security and disability benefits (See attached presentation).

The Pinellas County Commission is asking JWB to consider funding for homelessness.

III. Strategic Focus Area Portfolio Performance Reports (Executive Team)

Ms. Judith Warren, Chief Operating Officer, provided an overview of the document layout across the four strategic focus areas which is intended to assist with funding decisions. Each of the four handouts are formatted similarly: stated goal; portfolio information to include program sub groups, number served, and cost per participant; budget and lapse by sub group; portfolio level outcomes; collective impact initiatives and recommended actions.

School Readiness (Lynda Leedy)

Mrs. Lynda Leedy, Chief Administrative Officer, identified the four sub groups categorized within the school readiness portfolio. She said although the early learning centers have the highest cost per participant, the outcomes are excellent especially when considering JWB participants are most at-risk (e.g., living in poverty). Outcomes are comparable to those of Pinellas County. JWB invested in professional development by hosting trauma-informed trainings that equipped staff with tools to manage challenging behaviors in class. JWB also partnered with St. Petersburg College to provide certificate scholarships for early childhood educators.

Recommended Actions through FY20:

1. Train 350 professional staff in trauma-informed practices and individual training, coaching and mentoring in trauma, Conscience Discipline® and Teaching Strategies Gold®. The total training allocation for School Readiness is $50,000.

2. Increase capacity for professional development for 220 staff by allocating an additional $22,000.

3. Increase behavioral support by dedicating two licensed therapists and one behavioral analyst to fund early learning centers. The cost of the positions is $225,000.

4. Engage the National Association for the Education of Young Children to provide enhanced training for child care for 220 staff on the Six Pillars of Effective Family Engagement®. This training will cost $25,000.

5. Fund $15,000 for methodology development of a longitudinal study for children who attended JWB funded early learning centers into elementary to understand how these students are progressing in school.
School Success (Lynda Leedy)

Mrs. Leedy pointed to 33 programs serving approximately 27,000 children mentioning the difference between FY16 and FY17 in the number served due to increased accuracy and improvements with data quality checks internally at JWB. Also, under the School and Community-Based Health subgroup there was a significant increase in the number served due to the addition of a clinic at Largo High School, increased the number of children receiving dental sealants through additional funding from Pinellas County, and a new JWB program to provide vision screenings at Title I Schools. Lapse was primarily due to expansion of programming which takes time for hiring before a program can fully implement intended services. Portfolio-Level Outcomes relating to the FSA (Florida Standards Assessment) were compared to the county’s proficiency rates. Children in JWB-funded programs are not achieving the statewide averages but are in closer alignment with the schools that predominately serve students eligible for free/reduced lunches (i.e., at-risk). Although these JWB participants may not yet be scoring in the target range, it does not mean they are not making gains. For example, in Promise Time, 86 percent of JWB children are one or more grade levels behind upon program entry. Reaching proficiency is going to take more time and reinforces the need for our recent efforts around literacy.

Noteworthy achievements in this Strategic Focus Area include: 1) convening several community partners for the Grade-Level Reading Campaign, 2) Department of Health created reading spaces in the waiting rooms across county health departments called, Read While You Wait, and 3) more than 15,000 books distributed throughout the county.

Recommended Actions through FY20:

1. Expand Middle School model into mid and north county. The allocation for the expansion is $800,000.
2. Infuse staff training for 250 staff on how to best provide academic support, social emotional skills building, and leadership at the rate of $400 per staff with a total allocation of $100,000.
3. Expand literacy programming countywide with additional funding of $688,000. This doubles our current investment.
4. Expand access to Promise Time programming for an additional 1,000 students at 63 sites for $400,000.
5. Expand truancy intervention programming by two navigators and wrap mental health services. The cost of staff and mental health services is $150,000.

Prevention of Child Abuse and Neglect (Judith Warren)

This is an expensive portfolio, however, if the cost per participant is weighed against the average cost of a child in the welfare system, which is $50,000, we realize a substantial return on investment.

The outcomes of preventing children from entering the child welfare system is evident – 98 percent of participants are free from abuse/neglect during services, and 96 percent
are free from abuse/neglect twelve months following services. The map for this focus area shows fewer program location sites compared to the other Strategic Focus Areas because a majority of services are being delivered in-home. The Preventable Child Death campaign continues to do excellent work – last year 2,285 individuals from 47 agencies were trained on the Warning Signs Campaign to prevent the three leading causes of death for children ages six years and younger.

**Recommended Actions through FY20:**

1. Purchase a software interface to capture information from Florida’s Safe Space Families Network (FSFN) database that would reduce staff time when analyzing data. The estimated cost is $50,000.
2. Double the number of children receiving water safety training through an additional investment of $25,000.
3. Support existing fatherhood engagement programs through community convenings and trainings for approximately 250 staff for $50,000.
4. Develop self-assessment organizational protocol and outcome measurement tool for the Protective Factors Training. The cost is estimated at $5,000.
5. Increase investment in domestic violence prevention services by funding additional advocate positions for both shelters. The designated allocation for these positions is $250,000.

**Strengthening Community (Judith Warren)**

Ms. Warren identified this focus area being the newest of the four. It demonstrates JWB’s sphere of influence around community initiatives, the reach of community councils, growth of faith-based partnerships, and the impact of our NFCs (neighborhood family centers). Achievements in this Strategic Focus Area include the distribution of nearly 750,000 meals, growth in the number of youth participating in the youth leadership committee, and high satisfaction rates from participants who attended community trainings.

**Recommended Actions through FY20:**

1. Increase reach of JWB-funded services in response to the changing demographics (e.g., Hispanic population) through targeted media campaigns. The allocation for this media work is $50,000.
2. Increase cultural competency through training to approximately 80 program staff in partnership with an institute of higher learning. The designated allocation is $25,000.
3. License the NFCs to ensure safe environments for children and families. The designated cost of the licensure process to include structural buildouts and staff trainings for all NFC’s is $300,000.

**IV. JWB Funding (Brian Jaruszewski)**

**Recommendations for FY19 Funding Allocations**

Mr. Brian Jaruszewski, Chief Financial Officer, presented the funding recommendations for FY19 and the annualized fiscal impact. The document(s) are
meant for guidance and recommendations. Formal recommendations will go before the Finance Committee in December followed by JWB's Board Meeting in January. Funding recommendations are based on JWB's Strategic Plan, program monitoring reports/observations, and staff input.

Mrs. Susan Rolston requested a pie chart to demonstrate the percent allocated to each Strategic Focus Area. Referencing FY19 Future Programming Recommendations, Mr. Jaruszewski noted that the annualized fiscal impact is greater than the recommended FY19 funding because we are already through quarter one of FY19. Realistically, programs will not be fully operationalized until quarter three. This cycle of lapse will continue unless the budget workshop occurs prior to completion of the fiscal year budget.

**Impact of Amendment 1**

The projected five-year forecast has been revised to incorporate increased revenue as a result of Amendment 1, the Homestead Exemption, failing to pass.

**Funding Cycle Alignment**

In order to reduce future lapse, the recommendation for FY20 is for the annual budget workshop to be held in April or May 2019.

Dr. James Sewell stated that a review of the Strategic Plan needs to occur alongside the budget cycle.

**Board Discussion**

**School Readiness**

Mr. Michael Mikurak asked what it will take for JWB to get to where the school system is in terms of readiness outcomes. JWB is at 85 percent and PCS is at 90 percent. The primary recommendation is for the addition of two behavioral supports. Are two additional staff for eleven centers going to improve scores? Mrs. Rolston and Mr. Mikurak are in agreement with increasing JWB's investment in School Readiness.

Mr. Bernie McCabe suggested expediting the release of one-time funding to make enhancements around school related programming given the length of time required for program expansion.

Mr. McCabe also voiced his concern about Pinellas County being below the state as it relates to ELA (English Language Arts) proficiency rates. Mr. Mikurak is interested in what other areas are doing that makes them better stating that Pinellas cannot be that different.

**School Success**

There was discussion around summer learning loss and JWB's funding of wrap services to support the Summer Bridge Program. JWB is currently funding $2.2 million for Summer Bridge wrap which includes before- and after-school care plus Fridays when
Summer Bridge is not offered. It was noted that JWB does not currently receive individual-level participant data for students who attend Summer Bridge but is interested in working with Pinellas County Schools to obtain the data in the future.

Questions regarding the need for additional wrap services included the number of students the school system is targeting for Summer Bridge, the affordability of wrap services for parents, the number of students currently funded by JWB wrap services and associated outcomes, and whether the targeted population aligns with the service population.

Ms. Lori Matway from Pinellas County Schools did not have exact numbers on hand but said the district’s goal is to enroll the lowest 25 percent performing students. JWB staff indicated approximately 16,000 students attended Summer Bridge which is about 16 percent of the district’s total student population.

Dr. Marcie Biddleman, Chief Executive Officer, talked about the volume of individuals needing services.

Mrs. Rolston questioned the cost per participant with Youth Development/Mentoring and staff responded that the high cost is due to the youth employment program at Boley and was anticipated.

**Prevention of Child Abuse & Neglect**

Dr. Sewell questioned how broadly JWB is encouraging its providers to participate in trauma-informed trainings because the majority of domestic violence abusers were likely trauma exposed. Trauma-informed care training needs to happen across the board.

**Strengthening Community**

Mrs. Rolston asked how performance targets for the NFCs are established. Staff responded that JWB works collaboratively with each center and utilizes trend data to set an appropriate target. JWB will provide the individual targets that have been established for each NFC to the Board.

Questions were raised regarding the differences between Council on Accreditation (COA) and Pinellas County Child Care licensing standards. COA addresses the administrative processes of an organization whereas Licensing monitors structural safety (e.g., building). Currently, six of the eight NFCs are COA accredited – Greater Ridgecrest Area Youth Development Initiative and the Hispanic Outreach Center are the two NFC sites that are not accredited. The cost of COA accreditation is based on an organization’s budget.

**V. Children's Literacy Timeline**

Mr. Jaruszewski discussed parameters of the literacy Request for Proposal. Given the initial limitations of time were eliminated, other factors can be narrowed in on to determine the key components necessary for a successful program. Questions about
whether JWB can support literacy programming across the county depends on the type of model.

Commissioner Seel spoke about making myON® available to all school age students in the county.

VI. Children's Mental Health Initiative (Dr. Biddleman)

Dr. Biddleman talked about JWB’s involvement to improve the system of care for children’s mental health and to connect and link across service providers. A thematic analysis was completed by Dr. Barbara Morrison Rodriguez a consultant to JWB. JWB also engaged Ms. Sydney Rogers from Align Nashville who has been successful in this area with other states. A consensus workshop was held in May with approximately 35 providers in attendance. The workshop identified five themes to include: 1) Continuum, 2) Public Awareness & Family Engagement, 3) Workforce, 4) Outcomes, and 5) System Finance. Each area identified turned into a design team. Each team is meeting twice a month; having met four to five times to date. The process is bridging interdisciplinary providers from businesses to community health centers to the school district.

VII. How JWB positions itself as a convener and collaborative leader

Staff prepared a list of FY18 JWB Convenings that Board Members indicated was thorough and quite impressive.

VIII. Next Steps

Commissioner Seel reintroduced the topic of homeless youth and requested that Homeless Youth be added as a strategic priority in JWB’s Strategic Plan. Additionally, Commissioner Seel requested that the Health and Human Services Leadership Board meet in early 2019 to map out the issues regarding homeless youth in Pinellas County.

Mr. Rick Butler supported Commissioner Seel's proposal for JWB to become more involved in youth homelessness.

Mrs. Rolston recommends adding dollars to the focus area of School Success to include addressing youth homelessness.

Mr. McCabe believes it is going to take time for us to identify how JWB can help. Mrs. Rolston agrees there is a need to better understand what JWB may be able to do and how because getting into the housing market is not the answer.

JWB suggested that the school board present information on youth homelessness, specifically understanding the definition of homeless and who is using what definition as it varies by entity.
The Board emphasized the importance to meet prior to FY budget, as well as reevaluate JWB's Strategic Plan. They expressed the need to be flexible to some extent — just because a funding need is not in the strategic plan does not mean it should not be considered. They said timing is important, and there is a need to move the steps up to be more intentional.

IX. Public Comment

There was no Public Comment. The meeting adjourned at 3:45 PM.
<table>
<thead>
<tr>
<th>ID</th>
<th>School Name</th>
<th>Grade 2018</th>
<th>ELA Level 3 or greater Grade 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>ANONA ELEMENTARY SCHOOL</td>
<td>A</td>
<td>61</td>
</tr>
<tr>
<td>1</td>
<td>BAUDER ELEMENTARY SCHOOL</td>
<td>A</td>
<td>69</td>
</tr>
<tr>
<td>2</td>
<td>ORANGE GROVE ELEMENTARY SCHOOL</td>
<td>A</td>
<td>69</td>
</tr>
<tr>
<td>3</td>
<td>PINELLAS PRIMARY ACADEMY</td>
<td>A</td>
<td>76</td>
</tr>
<tr>
<td>4</td>
<td>PLATO ACADEMY OF ST.PETERSBURG</td>
<td>A</td>
<td>65</td>
</tr>
<tr>
<td>5</td>
<td>PLATO SEMINOLE</td>
<td>A</td>
<td>63</td>
</tr>
<tr>
<td>6</td>
<td>SOUTHERN OAK ELEMENTARY SCHOOL</td>
<td>A</td>
<td>46</td>
</tr>
<tr>
<td>7</td>
<td>OAKHURST ELEMENTARY SCHOOL</td>
<td>B</td>
<td>69</td>
</tr>
<tr>
<td>8</td>
<td>PLATO ACADEMY LARGO CHARTER SCHOOL</td>
<td>B</td>
<td>71</td>
</tr>
<tr>
<td>9</td>
<td>RIDGECREST ELEMENTARY SCHOOL</td>
<td>B</td>
<td>70</td>
</tr>
<tr>
<td>10</td>
<td>SKYVIEW ELEMENTARY SCHOOL</td>
<td>B</td>
<td>42</td>
</tr>
<tr>
<td>11</td>
<td>STARKEY ELEMENTARY SCHOOL</td>
<td>B</td>
<td>47</td>
</tr>
<tr>
<td>12</td>
<td>BARDMOOR ELEMENTARY SCHOOL</td>
<td>C</td>
<td>40</td>
</tr>
<tr>
<td>13</td>
<td>BLANTON ELEMENTARY SCHOOL</td>
<td>C</td>
<td>40</td>
</tr>
<tr>
<td>14</td>
<td>CROSS BAYOU ELEMENTARY SCHOOL</td>
<td>C</td>
<td>52</td>
</tr>
<tr>
<td>15</td>
<td>FUGUITT ELEMENTARY SCHOOL</td>
<td>C</td>
<td>35</td>
</tr>
<tr>
<td>16</td>
<td>HIGH POINT ELEMENTARY SCHOOL</td>
<td>C</td>
<td>26</td>
</tr>
<tr>
<td>17</td>
<td>JOHN M. SEXTON ELEMENTARY SCHOOL</td>
<td>C</td>
<td>40</td>
</tr>
<tr>
<td>18</td>
<td>LEALMAN AVENUE ELEMENTARY SCHOOL</td>
<td>C</td>
<td>29</td>
</tr>
<tr>
<td>19</td>
<td>MARJORIE KINNAN RAWLINGS ELEM</td>
<td>C</td>
<td>51</td>
</tr>
<tr>
<td>20</td>
<td>MILDRED HELMS ELEMENTARY SCHOOL</td>
<td>C</td>
<td>47</td>
</tr>
<tr>
<td>21</td>
<td>PINELLAS CENTRAL ELEMENTARY SCHOOL</td>
<td>C</td>
<td>44</td>
</tr>
<tr>
<td>22</td>
<td>SEMINOLE ELEMENTARY SCHOOL</td>
<td>C</td>
<td>59</td>
</tr>
<tr>
<td>23</td>
<td>SEVENTY-FOURTH ST. ELEMENTARY</td>
<td>C</td>
<td>45</td>
</tr>
<tr>
<td>24</td>
<td>WALSINGHAM ELEMENTARY SCHOOL</td>
<td>C</td>
<td>56</td>
</tr>
<tr>
<td>25</td>
<td>NEW HEIGHTS ELEMENTARY SCHOOL</td>
<td>D</td>
<td>40</td>
</tr>
<tr>
<td>26</td>
<td>PINELLAS PARK ELEMENTARY SCHOOL</td>
<td>D</td>
<td>37</td>
</tr>
<tr>
<td>27</td>
<td>PLATO ACADEMY PINELLAS PARK CHARTER SCHOOL</td>
<td>D</td>
<td>64</td>
</tr>
<tr>
<td>ID</td>
<td>School Name</td>
<td>Grade 2018</td>
<td>ELA Level 3 or greater Grade 3</td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------------------------</td>
<td>------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>0</td>
<td>ACADEMIE DA VINCI CHARTER SCHOOL</td>
<td>A</td>
<td>89</td>
</tr>
<tr>
<td>1</td>
<td>BROOKER CREEK ELEMENTARY SCHOOL</td>
<td>A</td>
<td>76</td>
</tr>
<tr>
<td>2</td>
<td>CURTIS FUNDAMENTAL ELEMENTARY</td>
<td>A</td>
<td>83</td>
</tr>
<tr>
<td>3</td>
<td>CYPRUS WOODS ELEMENTARY SCHOOL</td>
<td>A</td>
<td>75</td>
</tr>
<tr>
<td>4</td>
<td>FRONTIER ELEMENTARY SCHOOL</td>
<td>A</td>
<td>53</td>
</tr>
<tr>
<td>5</td>
<td>OLDSDMAR ELEMENTARY SCHOOL</td>
<td>A</td>
<td>68</td>
</tr>
<tr>
<td>6</td>
<td>PLATO ACADEMY CHARTER SCHOOL TARPON SPRINGS</td>
<td>A</td>
<td>82</td>
</tr>
<tr>
<td>7</td>
<td>PLATO ACADEMY CLEARWATER</td>
<td>A</td>
<td>90</td>
</tr>
<tr>
<td>8</td>
<td>PLATO ACADEMY PALM HARBOR CHARTER SCHOOL</td>
<td>A</td>
<td>83</td>
</tr>
<tr>
<td>9</td>
<td>SAFETY HARBOR ELEMENTARY SCHOOL</td>
<td>A</td>
<td>54</td>
</tr>
<tr>
<td>10</td>
<td>SUNSET HILLS ELEMENTARY SCHOOL</td>
<td>A</td>
<td>65</td>
</tr>
<tr>
<td>11</td>
<td>SUTHERLAND ELEMENTARY SCHOOL</td>
<td>A</td>
<td>65</td>
</tr>
<tr>
<td>12</td>
<td>TARPON SPRINGS FUNDAMENTAL ELE</td>
<td>A</td>
<td>94</td>
</tr>
<tr>
<td>13</td>
<td>ATHENIAN ACADEMY</td>
<td>B</td>
<td>59</td>
</tr>
<tr>
<td>14</td>
<td>FOREST LAKES ELEMENTARY SCHOOL</td>
<td>B</td>
<td>68</td>
</tr>
<tr>
<td>15</td>
<td>HIGHLAND LAKES ELEMENTARY SCHOOL</td>
<td>B</td>
<td>70</td>
</tr>
<tr>
<td>16</td>
<td>OZONA ELEMENTARY SCHOOL</td>
<td>B</td>
<td>71</td>
</tr>
<tr>
<td>17</td>
<td>PINELLAS ACADEMY OF MATH AND SCIENCE</td>
<td>B</td>
<td>80</td>
</tr>
<tr>
<td>18</td>
<td>BELCHER ELEMENTARY SCHOOL</td>
<td>C</td>
<td>37</td>
</tr>
<tr>
<td>19</td>
<td>BELLEAIR ELEMENTARY SCHOOL</td>
<td>C</td>
<td>44</td>
</tr>
<tr>
<td>20</td>
<td>CURLEW CREEK ELEMENTARY SCHOOL</td>
<td>C</td>
<td>53</td>
</tr>
<tr>
<td>21</td>
<td>DUNEDIN ELEMENTARY SCHOOL</td>
<td>C</td>
<td>39</td>
</tr>
<tr>
<td>22</td>
<td>EISENHOWER ELEMENTARY SCHOOL</td>
<td>C</td>
<td>44</td>
</tr>
<tr>
<td>23</td>
<td>GARRISON-JONES ELEMENTARY SCHOOL</td>
<td>C</td>
<td>59</td>
</tr>
<tr>
<td>24</td>
<td>KINGS HIGHWAY ELEMENTARY MAGNET SCHOOL</td>
<td>C</td>
<td>55</td>
</tr>
<tr>
<td>25</td>
<td>LAKE ST. GEORGE ELEMENTARY SCHOOL</td>
<td>C</td>
<td>71</td>
</tr>
<tr>
<td>26</td>
<td>LEILA DAVIS ELEMENTARY SCHOOL</td>
<td>C</td>
<td>72</td>
</tr>
<tr>
<td>27</td>
<td>MCMULLEN-BOOTH ELEMENTARY SCHOOL</td>
<td>C</td>
<td>52</td>
</tr>
<tr>
<td>28</td>
<td>PLUMB ELEMENTARY SCHOOL</td>
<td>C</td>
<td>54</td>
</tr>
<tr>
<td>29</td>
<td>SAN JOSE ELEMENTARY SCHOOL</td>
<td>C</td>
<td>57</td>
</tr>
<tr>
<td>30</td>
<td>SKYCREST ELEMENTARY SCHOOL</td>
<td>C</td>
<td>37</td>
</tr>
<tr>
<td>31</td>
<td>TARPON SPRINGS ELEMENTARY SCHOOL</td>
<td>C</td>
<td>34</td>
</tr>
<tr>
<td>32</td>
<td>SANDY LANE ELEMENTARY SCHOOL</td>
<td>D</td>
<td>36</td>
</tr>
<tr>
<td>33</td>
<td>PONCE DE LEON ELEMENTARY SCHOOL</td>
<td>F</td>
<td>26</td>
</tr>
<tr>
<td>ID</td>
<td>School Name</td>
<td>Grade 2018</td>
<td>ELA Level 3 or greater Grade 3</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------------------</td>
<td>-----------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>0</td>
<td>BAY VISTA FUNDAMENTAL ELEMENTARY SCHOOL</td>
<td>A</td>
<td>64</td>
</tr>
<tr>
<td>1</td>
<td>JAMES B. SANDERLIN PK-8</td>
<td>A</td>
<td>53</td>
</tr>
<tr>
<td>2</td>
<td>PASADENA FUNDAMENTAL ELEMENTARY SCHOOL</td>
<td>A</td>
<td>76</td>
</tr>
<tr>
<td>3</td>
<td>DOUGLAS L. JAMERSON JR. ELEMENTARY</td>
<td>B</td>
<td>68</td>
</tr>
<tr>
<td>4</td>
<td>GULF BEACHES ELEMENTARY MAGNET SCHOOL</td>
<td>B</td>
<td>75</td>
</tr>
<tr>
<td>5</td>
<td>NORTH SHORE ELEMENTARY SCHOOL</td>
<td>B</td>
<td>58</td>
</tr>
<tr>
<td>6</td>
<td>PERKINS ELEMENTARY SCHOOL</td>
<td>B</td>
<td>59</td>
</tr>
<tr>
<td>7</td>
<td>SAWGRASS LAKE ELEMENTARY SCHOOL</td>
<td>B</td>
<td>46</td>
</tr>
<tr>
<td>8</td>
<td>ALFRED ADLER ELEMENTARY SCHOOL</td>
<td>C</td>
<td>47</td>
</tr>
<tr>
<td>9</td>
<td>AZALEA ELEMENTARY SCHOOL</td>
<td>C</td>
<td>51</td>
</tr>
<tr>
<td>10</td>
<td>BEAR CREEK ELEMENTARY SCHOOL</td>
<td>C</td>
<td>42</td>
</tr>
<tr>
<td>11</td>
<td>LAKEVIEW FUNDAMENTAL ELEMENTARY</td>
<td>C</td>
<td>62</td>
</tr>
<tr>
<td>12</td>
<td>LYNCH ELEMENTARY SCHOOL</td>
<td>C</td>
<td>53</td>
</tr>
<tr>
<td>13</td>
<td>MAXIMO ELEMENTARY SCHOOL</td>
<td>C</td>
<td>22</td>
</tr>
<tr>
<td>14</td>
<td>MELROSE ELEMENTARY SCHOOL</td>
<td>C</td>
<td>25</td>
</tr>
<tr>
<td>15</td>
<td>MOUNT VERNON ELEMENTARY SCHOOL</td>
<td>C</td>
<td>39</td>
</tr>
<tr>
<td>16</td>
<td>NORTHWEST ELEMENTARY SCHOOL</td>
<td>C</td>
<td>30</td>
</tr>
<tr>
<td>17</td>
<td>SHORE ACRES ELEMENTARY SCHOOL</td>
<td>C</td>
<td>58</td>
</tr>
<tr>
<td>18</td>
<td>WESTGATE ELEMENTARY SCHOOL</td>
<td>C</td>
<td>52</td>
</tr>
<tr>
<td>19</td>
<td>WOODLAWN ELEMENTARY SCHOOL</td>
<td>C</td>
<td>33</td>
</tr>
<tr>
<td>20</td>
<td>BAY POINT ELEMENTARY SCHOOL</td>
<td>D</td>
<td>36</td>
</tr>
<tr>
<td>21</td>
<td>FAIRMOUNT PARK ELEMENTARY SCHOOL</td>
<td>D</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>GULFPORT MONTESSORI ELEMENTARY SCHOOL</td>
<td>D</td>
<td>28</td>
</tr>
<tr>
<td>23</td>
<td>CAMPBELL PARK ELEMENTARY SCHOOL</td>
<td>F</td>
<td>11</td>
</tr>
<tr>
<td>24</td>
<td>LAKEWOOD ELEMENTARY SCHOOL</td>
<td>F</td>
<td>23</td>
</tr>
<tr>
<td>25</td>
<td>MIDTOWN ACADEMY</td>
<td>F</td>
<td>11</td>
</tr>
</tbody>
</table>
Pinellas County Homelessness Snapshot November 2018
Pinellas County Homeless Crisis Response System

Access
- Call to 2-1-1
- Found sleeping in tent, car, or other public location
- Visit to social services agency, emergency shelter, or faith-based organization
- Talk with school, police, or other public service personnel

Crisis Response
- Prevention
  - Help to identify household support systems, may include financial assistance to move in with family, friends, or to a hotel
- Diversion
  - Help to identify household support systems, may include financial assistance to move in with family, friends, or to a hotel
- Coordinated Entry System
  - Assessment to identify vulnerabilities in order to prioritize permanent housing services

Temporary Solutions
- Transitional Housing
  - Congregate living in a facility for minors, prison re-entry clients, newly released individuals
- Bridge Housing
  - Temporary solutions are chosen and accessed by the household based on preferences and resources available while system housing personnel seek a permanent placement
- Emergency Shelter
  - Bed in a group sheltering facility, includes domestic violence shelters
- Safe Haven
  - Congregate living facility for those with severe mental illness, disability or substance abuse

Permanent Solutions
- Self-Resolution
  - Minimal assistance to help the household regain stability
- Rapid Rehousing
  - Financial help to establish new rental housing
- Subsidized Housing
  - Placement in housing where rent is subsidized based on income
- Permanent Supportive Housing
  - Placement in housing with intensive support systems and services

Supportive Services
- Case Management
- Job Skills and Search Help
- Education
- Medication Management
- Mental Health (Psychiatric) and Substance Abuse Treatment
- Food, furniture and
- Access to benefits
- And more!
HOMELESS KIDS AND FAMILIES
A Data Snapshot from the Homeless Leadership Board

Across the U.S., there are currently 1,354,363 homeless children.
and in the past 10 years, the number of homeless youth
in Florida has more than doubled.
SEVENTY SIX THOUSAND Florida students
are homeless right now.

Last Year in Pinellas County,
4,019 students were homeless.
Since 2013, that number has gone up by
31%.

HOMELESSNESS HAS A HUGE IMPACT ON EDUCATION

Homeland Preschool students were found to recognize fewer words than
97% of their peers. 38% were found to have behavioral problems.
In elementary school, 73% of homeless students performed below grade level
in reading, math, and science. By high school, 85% were below grade level.

Homeless students are more likely to be over and under identified for
Special Education services and struggle with emotional difficulties.
Psychologist Abraham Maslow’s Hierarchy of Needs Theory shows children can’t
reach their full potential when their basic needs like housing and food are unmet.

67% say homelessness impacted their
education.

HALF were held back a grade
& 22% were held back
multiple grades.

42% of homeless students
say they dropped out
at least once.

15 more days of class
are missed by
homeless students.

BY THE 8TH GRADE...

students who never experienced homelessness were twice as
likely to pass their state proficiency tests as those who had.

IN FLORIDA...

there are at least five counties
that share data with their
local Homelessness Continuums
of Care (CoC). Not all counties
responded to the survey from the
Florida Housing Coalition, so
there may be more. Hillsborough
and Bay Counties have read only
access to the CoC’s Homeless
Management Information System
(HMIS). The Counties of Charlotte,
Palm Beach, and Sarasota can
read HMIS data and also input
aggregate student data into the
system. School district liaisons
across the state report “a lack of
sufficient local housing and
shelter resources to meet the
housing needs of youth and
families in their schools.”

CoC and school district data
sharing “enables better planning,
trend analysis, performance
projections, program evaluation,
and stakeholder empowerment,
while helping improve educational
and services outcomes.”

61% of homeless
students were never connected with
outside organizations, but
of those who were...
87% found it
helpful.

FERPA ALLOWS
for the disclosure of aggregate data
and individual student data
with parental consent.

As of October 16, 2018 the Pinellas CoC has
served 718 homeless families. The majority
are permanently housed. 13% are in a
temporary location and 14% of these
families current location is unknown.

COLLABORATIVE SOLUTIONS

• Data sharing allows for a more accurate
  understanding of the full scope of the problem
• Working together allows families and children to be
  more efficiently connected with much needed resources

“Homelessness prevention is not the responsibility of the homelessness crisis
response system alone...bringing together areas of government that have
typically operated in silos...ensures the most effective use of public resources.”
**Homeless Prevention & Services**

**2,612**

Homeless Adults in Pinellas County

**6,216**

Total Homeless Adults and Children

During FY2017, Pinellas County worked with several local housing partners* on prevention, housing and assistance programs for homeless and those at risk of becoming homeless.

### Prevention Services

- **$164,968** Emergency Shelter bed-days provided
- **6,640** Clients sheltered
- **797** Individuals and Families Housed
- **7,388** Individuals received financial assistance through the Adult Emergency Financial Assistance Program (AEFAP) to prevent homelessness.
- **2,799** Individuals linked to Medical Care
- **784** Dental Patients Served at 9 locations countywide
- **2,852** Homeless Individuals Received Behavioral Health Care

*With Partners We Can Do More!

For more Information:

Pinellas County Human Services

Data Source: Pinellas County Human Services
Pinellas County Human Services Grants

$15M

HEALTH CARE | BEHAVIORAL HEALTH

HHS | HRSA | PRIMARY CARE | $11,880,000/ YR | ONGOING | DEPT OF HEALTH
Primary Care services for homeless individuals; includes supplemental funding for health information technology and quality improvement.
- MEDICATION ASSISTANCE TREATMENT | $235,000/ YR | PAR
Medication Assisted Treatment for homeless individuals with opioid and alcohol addiction.
- ACCESS TO MENTAL HEALTH SERVICES (AMHS) | $83,200/ YR | PAR
Additional capacity for mental health/substance use (COD) services for homeless individuals.
- HCFA SUBSTANCE USE DISORDER MENTAL HEALTH (SUB-MH) | $416,720
With $340,276/ YR RECUPERATION | PAR
Additional capacity for mental health/substance use (COD) services including MAT services for homeless individuals.

HHS | SAMHSA | CASMH | $820,000/ YR | THREE YEARS | operation PAR.
Westcare, DIRECTIONS
Mental Health and Substance Abuse services for formerly homeless individuals with a diagnosis of HIV, BPD, COD, or ESC.

HHS | SAMHSA | OLY | $297,580/ YR | FOUR YEARS | DIRECTIONS, PEMHS,
USF, FUND DEPENDENT, 6TH CIRCUIT COURT
Assisted Community Treatment (ACT) via court orders for adults with a diagnosis of SUD.

CAPITAL/TECHNOLOGY

HHS | HRSA | CAPITAL ASSISTANCE FOR HURRICANE RESPONSE AND RECOVERY EFFORTS | $120,000
Capital funding awarded following Hurricane's Harvey, Irma and Maria. Funding will be used to finance BayCare Health Clinic in aid of landing aid to hurricane victims.

数据来源：Pinellas County Human Services
Pinellas County Human Services Homeless Funding

FY2018 & FY2019 include New County Decision Package Budgets For:
- Rapid Rehousing
- Permanent Supportive Housing
- Bridge Housing
- Homelessness Prevention

Data Source: Pinellas County Human Services