Juvenile Welfare Board Finance Committee Meeting: 2019: 04: 11: Version 1

Juvenile Welfare Board of Pinellas County.
JWB FINANCE COMMITTEE MEETING

Thursday, April 11, 2019
9:00 AM

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

AGENDA

I. CALL TO ORDER

II. ACTION
   Approve Finance Committee Meeting Minutes for March 21, 2019

III. ADJOURN

Notice: These meetings are subject to audio and video recording at any time.
CALL TO ORDER

JWB STAFF PRESENT: Marcie Biddleman, Brian Jaruszewski, Lynda Leedy, Judith Warren, Lynne De la Torre, Karen Boggess, JoAnn DiLernia, Becky Albert, Saba Arzola, Starr Silver, Felicia Pizana, Anne Crawford, John Ondrovic, Diana Carro, Debra Prewitt, Karen Woods, April Putzulu, Lorraine Hayes, Yaridis Garcia, Priscilla McFadden, Jeanine Evoli, Joyce Sparrow, Lori Lewis, Cheryl Miller

GUESTS: Colleen Flynn, JWB Attorney, John Gilberto, Cherry Bekaert, and Kevin Marrone, Boley Centers

MEETING WAS CALLED TO ORDER BY MR. BERNIE MCCABE AT 1:01 PM.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
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<tbody>
<tr>
<td>Brian Aungst</td>
<td>Board Chair</td>
<td>Present</td>
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<tr>
<td>Bob Dillinger</td>
<td>Public Defender – Finance Committee Member</td>
<td>Present</td>
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<tr>
<td>Bernie McCabe</td>
<td>State Attorney - Finance Committee Chair</td>
<td>Present</td>
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<td>Michael Mikurak</td>
<td>Finance Committee Member</td>
<td>Absent</td>
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<tr>
<td>Rick Butler</td>
<td>Finance Committee Member</td>
<td>Present</td>
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<tr>
<td>Susan Rolston</td>
<td>Finance Committee Member</td>
<td>Absent</td>
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I. ACTION

A. FY18 Financial Statements and Audit Report

Mr. John Gilberto, a partner with Cherry Bekaert Accounting Firm, presented the audit results from FY18. In addition to JWB, the audit also includes financials from Pinellas Core Management Services (PCMS). The Financial Statements consist of the balance sheet, statement of activities (income statement), and the statement of cash flows. The opinion is an unmodified (unqualified) opinion. There were no
corrected or uncorrected misstatements in the JWB financials. Mr. Gilberto confirmed there were no disagreements or difficulties with JWB management. Mr. Gilberto also stated JWB did not consult with any other accountants. The opinion of Cherry Bekaert is that JWB management employs an appropriate level of conservatism in applying accounting principles. There were no concerns of fraud in the JWB financials.

Mr. McCabe questioned the incoming contribution listed in the financials. Ms. Lynn De La Torre, Accounting Manager clarified it was advertising (in-kind donation) for the Cooperman Bogue Awards.

Mr. McCabe inquired if Cherry Bekaert administers any testing for fraud or misuse. Mr. Gilberto stated that tests are done on a random, unpredictable basis. The audit for FY18 included testing to verify that pass through grants from JWB were given to legal entities that are using them for their intended purposes.

Mr. McCabe asked about the money JWB received from St. Petersburg College (SPC). Mr. Gilberto clarified the payment is from the sale of a previous building. Mr. McCabe followed up by inquiring how much JWB pays SPC for the lease of the currently occupied building. Mr. Brian Jaruszewski, Chief Financial Officer, stated the current lease from SPC is $1 per year plus utilities, maintenance, and any other building fees.

Mr. Bob Dillinger asked if there is a standard for what amount of administrative overhead there should be with JWB and its funded agencies. Mr. Gilberto stated the amount of administrative overhead is left to the discretion of the Board and there are no standards or best practices.

ACTION: Mr. Dillinger made a motion to recommend, Mr. Butler seconded. The recommendation is for the Board to approve FY18 Financials at the April Board meeting.

B. Children’s Literacy Requests for Proposals

Mr. Jaruszewski introduced the Children’s Literacy Requests for Proposals (RFPs). The Children’s Literacy RFPs for Outreach and Instruction and Maintenance will replace the Faith-Based Literacy Program. Mr. Jaruszewski outlined the proposed approach of the new program. The Children’s Literacy Program will consist of three components: outreach, instruction and maintenance. There will be split into two different RFPs. The Community Outreach component is one RFP, Instruction and Maintenance are a separate RFP.
Mr. Jaruszewski explained the outline, scope of work, and scoring rubric used for applicants. Mr. Jaruszewski invited questions from members of the Finance Committee.

Mr. McCabe stated he understands the rationale of splitting up the Children’s Literacy RFPs, however he is concerned with the potential for conflict. Mr. McCabe further elaborated if two different groups are given awards, they need to work together.

Dr. Marcie Biddleman, Chief Executive Officer, stated that JWB needs mass participation in the community to get literacy into children’s lives. If organizations can show they will equally prioritize outreach along with instruction and maintenance they can apply for both. The potential issue with one organization doing both RFPs is that the front-end outreach will not be monitored and prioritized thoroughly. If outreach is not made a priority, goal numbers will not be accomplished.

Mr. McCabe questioned what the measurable results will be. Dr. Biddleman stated the goal of the Children’s Literacy RFPs is to get families engaged in the community and with literacy.

Mr. McCabe outlined his concern with how difficult it will be to establish a meaningful measurable in an outreach program.

Dr. Biddleman replied by outlining the importance of engagement to increase awareness.

Ms. Judith Warren, Chief Operating Officer, elaborated on research that shows part of the issue is students not having access to reading materials.

Mr. Brian Aungst, Board Chair, asked what the target number of children is in the literacy instruction component. Ms. Warren answered that a target number has not been established yet. Mr. Aungst mentioned concern with how much of an increase we can get with $206,000 allocated for outreach.

Mr. Aungst asked if there is a way to include an online component for the literacy program. Dr. Biddleman stated this will be looked into further.

Mr. Dillinger asked how we can measure provider experience in culturally competent content. Ms. Warren stated JWB will look at applicants’ experience in gender gap, poverty areas, and engaging with multilingual populations.
Mr. Jaruszewski stated one of the questions on the application asks to describe examples of culturally competent programs currently in operation with the agency.

**ACTION:** Mr. Dillinger made a recommendation to ratify at the April Board Meeting, Mr. Butler seconded.

### C. Future Programming- Boley Youth Employment Program Expansion

Mr. Jaruszewski outlined the current programs that are under Boley. The proposed approach is to expand the Youth Employment Program in connection to the Family Services Initiative (FSI).

Mr. McCabe asked what type of jobs are being offered to youth. Mr. Kevin Marrone, Chief Operating Officer of Boley, stated there are a variety of jobs throughout the county. The types of employers include thrift shops, Pinellas Suncoast Transit Authority, nursing homes, and more. The base of employers who participate in the Boley Youth Employment Program is continuing to grow. JWB pays half of the youth wages, the employer pays the other half. Boley delivers paychecks directly to youth participants.

Dr. Biddleman stated only youth ages 16-18 are permitted to participate. If the program expansion is approved, families with teens receiving assistance from FSI will be offered employment through Boley.

Mr. Dillinger asked if priority is given for Boley housing to families with a parent who is mentally ill. Mr. Marrone stated that being connected to Boley can help participants be more aware of housing opportunities. Typically, housing is offered on a waitlist basis.

Mr. Aungst asked about the connection of youth employment to homelessness. Dr. Biddleman stated JWB was asked to assist with the expansion of youth employment in an additional effort to prevent homelessness.

Mr. Aungst asked if youth need to prove hardship in order to enter the Boley employment program. Mr. Marrone stated that youth must be part of a family that receives assistance through FSI, homeless, or at risk of being homeless.

**ACTION:** Mr. Dillinger made motion to approve the Expansion of the Boley Youth Employment Program at the April Board meeting, Mr. Butler seconded.
II. DISCUSSION

A. Program Monitoring Updates
Mr. Jaruszewski outlined current program monitoring, looking at overall agency health. Mr. Jaruszewski described that JWB’s funded programs are currently at break-even level. Quarterly financial statements are now received from funded agencies to allow for closer monitoring.

Mr. McCabe asked about pending litigation against Directions for Living. Mr. Jaruszewski stated it was due to a child death.

Mr. Dillinger asked how a program can be run for three or four years with a net operating loss. Mr. Jaruszewski stated that running at a loss is not sustainable long-term.

Mr. McCabe asked if Mr. Jaruszewski is comfortable with Sanderlin’s current state. Mr. Jaruszewski stated they recently received additional funds and are on their way to solvency.

B. Family Services Initiative (FSI) System Design
Mr. Jaruszewski stated that Central Florida Behavioral Health Network (CFBHN) has given JWB notice that they are terminating the contract for FSI due to moving to a new data system. This termination will be effective the end of June. Mr. Jaruszewski stated that a new system has been identified. The estimated acquisition cost is $60,000, and yearly maintenance will be approximately $30,000. The new system will be presented at the April Board meeting. There will be a staff position added to supervise the new system.

Mr. McCabe asked if there will be a sole source contract. Mr. Jaruszewski answered yes, there will be a sole course contract.

C. Budget Workshop Strategy
Mr. Jaruszewski stated scheduling a Board workshop in November timeframe does not work. The proposal is to schedule a workshop for April or May 2020. Mr. Jaruszewski is proposing to not have a budget workshop this April or May 2019, and to realign the new workshop and budget cycle after the new CEO is in Office.

Mr. Aungst, Mr. Dillinger, and Mr. McCabe agreed with waiting until after the new CEO takes office.
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

The meeting was adjourned at 1:55 PM.

<table>
<thead>
<tr>
<th>Future Meetings</th>
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<tbody>
<tr>
<td><strong>JWB Board Meeting</strong></td>
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<tr>
<td>Thursday, April 11, 2019</td>
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<td><strong>JWB Finance Committee Meeting</strong></td>
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<tr>
<td>Wednesday, April 24, 2019</td>
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<td>Tuesday, June 25, 2019</td>
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Notice: These meetings are subject to audio and video recording at any time.
Finance Committee Meeting

March 21, 2019

FY18 Financial Statements and Audit Report

Item I.A.

<table>
<thead>
<tr>
<th>Recommended Action:</th>
<th>Recommend Approval of the FY18 Audit Report</th>
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<tr>
<td>Strategic Plan Alignment:</td>
<td>Administration</td>
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The firm of Cherry Bekaert & Holland, LLP (CBH) has completed the annual audit for FY18. This is their eleventh year of providing auditing services to JWB.

JWB Bylaws stipulate that the Finance Committee shall assist the Board of Directors in fulfilling its responsibilities by reviewing the financial reports provided by the independent auditor. The committee shall annually review with JWB management the financial condition and operating results of JWB, and report any issues or concerns for attention to the Executive Committee. The Annual Financial Report has been prepared consistent with applicable state statutes and the reporting requirements of the Governmental Accounting Standards Board.

In compliance with the bylaws, this Finance Committee meeting will include:

1. A review of the audit

2. A discussion between Finance Committee members and CBH (JWB Management may be excused for a short period of time)

The Audit Report will be distributed and presented by CBH at the Finance Committee Meeting.

Staff Resource: Brian Jaruszewski
Lynn DeLaTorre
Finance Committee Meeting
March 21, 2019
Children’s Literacy Requests for Proposals

Item I.B.

**Recommended Action:** Recommend Approval of the Children’s Literacy Requests for Proposals (RFPs)

**Strategic Plan Alignment:** School Success

Background

On October 11, 2018, the JWB Board approved the release of an Invitation to Negotiate (ITN) for the funding of a Children’s Literacy at Faith-Based Sites program, with an approved annual budget of $688,000. On November 8, 2018, funding recommendations resulting from the ITN were presented to the Board.

The Board rejected the proposals and cancelled the remainder of the ITN process. At that time, the Board discussed the existing program; specifically, the service delivery aspects of the program, the number of participants, the cost of the program, and the geographic scope of the program. The outcome of that discussion was a consensus to issue a Request for Proposals (RFP) for a countywide literacy program for struggling readers.

At the January 2019 Board meeting, funding recommendations for program expansion were presented to the Board. These recommendations included an increase in funding for the literacy initiative by $688,000. As a result, the planned FY20 total annual investment for the literacy initiative is $1,376,000.

Recommendation

Over the last several months, a collaborate team composed of JWB staff, Board Member Mr. Michael Mikurak, the Pinellas County Campaign for Grade-Level Reading, community partners, and staff from Pinellas County Schools have worked to identify the scope and parameters of a countywide literacy program.

The proposed approach for the Children’s Literacy Initiative has two components: 1) Children’s Literacy Community Outreach, and 2) Children’s Literacy Instruction and Maintenance Services. With a total annual budget of $1,376,000, the proposed breakdown in funding is as follows: Literacy Community Outreach - $206,400 (15%), and Literacy Instruction and Maintenance - $1,196,600 (85%).
As such, staff recommend the approval and release of two Request for Proposals (attached).

Staff Resources: Brian Jaruszewski
   Judith Warren
   Diana Carro
   Loraryne Hayes
   JoAnn DiLernia
   Desmon Newton
   Starr Silver
   Danielle Hintz
   Millicent Battle
   Rebecca Porzig
   Priscilla McFadden
   April Putzulu
   Karen Boggess
   Karen Woods

Attachments:  Children’s Literacy Community Outreach Request for Proposals
              Children’s Literacy Intervention and Maintenance Request for Proposals
Finance Committee Meeting

March 21, 2019

Future Programming – Boley Youth Employment Program Expansion

Item I.C.

<table>
<thead>
<tr>
<th>Recommended Action:</th>
<th>Recommend Approval of expansion funding for the Boley Youth Employment Program</th>
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<tr>
<td>Strategic Plan Alignment:</td>
<td>Prevention of Child Abuse and Neglect</td>
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The November 2018 Board Workshop included a discussion about homelessness and possible strategies for preventing homelessness. Currently, JWB’s funding for homelessness focuses primarily on prevention and includes resources allocated through the Family Services Initiative (FSI).

FSI is a community provider and vendor network that seeks innovative strategies to provide quality, family-driven services that are accessible and cost efficient for families in need. JWB’s investment in FSI reflects both priorities and values for quality prevention services, research-based decisions, and networked community partnerships. The network linked to FSI responds to service requests that are initiated, driven and focused on families to provide the right amount of services for the right amount of time. JWB serves as FSI’s backbone organization and in addition, provides a financial resources pool for incidentals and staffing.

As a strategy to help strengthen families in need and further prevent the possibility of homelessness, JWB seeks to provide a link from the FSI system to the Boley Youth Employment Program for eligible youth that are part of families that enter FSI, through a direct referral to the Youth Employment Program.

The Youth Employment Program offers employment opportunities to low income youth residing in Pinellas County’s five High Risk Areas. The program operates year-round, with job development activities and follow up services. Provider staff work with the families and schools to provide interventions, resources, and supports needed for the youth’s success. The program helps strengthen protective factors by building self-esteem, enhancing social skills and providing support for school success. The Youth Employment Program splits the costs of the youth's payroll with the local employer, with the employer paying $4.02 per hour and JWB paying $4.03 per hour.

As families enter the FSI system, and an eligible youth is identified in the family, a direct referral will be made to the Youth Employment Program.

Attached is a draft of the Youth Employment Program expansion parameters, and pro forma budget. Note that two possible scenarios were presented: one that expands the program by 35 participants ($237,268 in funding), and one that expands the program by 70 participants ($498,371 in funding). Staff recommend implementation of an expansion for 35 additional participants at this time ($237,268). This expansion would be funded from the “Future Programming” budget line.

Staff Resources: Brian Jaruszewski
                Judith Warren
Attachments: Boley Youth Employment Program Expansion Proposal