



**JWB FINANCE COMMITTEE MEETING**

**THURSDAY, NOVEMBER 6, 2014  
9:00 AM**

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

**MINUTES**

**CALL TO ORDER**

**MEETING WAS CALLED TO ORDER BY MR. MCCABE AT 9:00 AM.**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Bob Dillinger	Public Defender	Present
Maria Edmonds	Board Chair	Absent
Bernie McCabe, Chair	State Attorney	Present
Michael Mikurak	Board Member	Remote
Raymond Neri	Board Member	Present

**JWB STAFF PRESENT:** Dr. Marcie Biddleman; Karen Boggess; Junko Brown; Diana Carro; Rod Cyr; Dr. Mary Grace Duffy; Joseph Gallina; Denise Groesbeck; Saby Guidicelli; Brian Jaruszewski; Ann Kovarik; Laura Peele; Debra Prewitt; Paul Runyon; Matthew Spence; Debbie Volk; Sue Walterick; Judith Warren; Karen Woods

**GUESTS:** Attorney Colleen Flynn; Kristen Andonian, Knowledgeable Navigator, Alltrust Insurance

**I. ACTION**

**A. Approve Finance Committee Meeting Minutes for September 18, 2014**

The Finance Committee unanimously approved the Minutes for September 18, 2014.

**ACTION: Mr. Dillinger moved to approve the Finance Committee Meeting Minutes for September 18, 2014; seconded by Mr. Neri; no further discussion; motion carried.**

<b>RESULT:</b>	APPROVED [UNANIMOUS]
<b>MOVER:</b>	Bob Dillinger, Public Defender
<b>SECONDER:</b>	Raymond Neri, Board Member
<b>AYES:</b>	McCabe, Mikurak

## **B. Approval of the Non-Operating Capital Contracts**

Mr. Brian Jaruszewski, JWB Chief Financial Officer, thanked the staff for their work on the Request for Proposal (RFP). He estimated that the five person review team spent 1,050 hours on the RFP process. He reviewed the RFP timeline and indicated that formal Board Action will take place on Thursday, November 13, 2014 at the Board meeting.

Mr. Jaruszewski then reviewed the rank-ordered recommendations on the spreadsheet included with the Finance Committee memo. The RFP consisted of three different areas: capital expenditures and equipment, software and IT training, and program specific expenses. The Board authorized a \$2M allocation and the total funding for the request is \$2.6M with a minimum request of \$5,000 and a maximum cap of \$100,000 per agency. Proposals were received from 42 different providers, 27 proposals were from currently funded agencies and 15 were from non-funded agencies, He called attention to the applications that were not scored due to disqualifying reasons, specifically the organizations that did not meet the requirements of the grant, or the applicants were not a 501(c)(3) or governmental agency. He reviewed the ranking details then said: "The recommended action is open-ended. The Board approved \$2M for the awards, but the total proposal amount is \$2,172,288". He then requested a motion to approve the recommendations up to \$2M or greater.

Mr. McCabe said \$2M was authorized and the review team should have made a recommendation up to \$2M. He added that he is concerned about providing JWB funds to governmental units that have taxing authority.

Mr. Dillinger requested information about application numbers 5, 18 and 38. He specifically asked why JWB is purchasing two vans for the City of Largo. He doesn't believe JWB should be funding other taxing authorities.

Mr. McCabe agreed with Mr. Dillinger's concerns.

Mr. Dillinger also asked why Girls, Inc. was listed as a JWB funded agency, since they were defunded a few years ago.

Dr. Biddleman said Girls, Inc. received funding for a summer camp and that they have a new Executive Director.

Mr. Jaruszewski clarified that the Girls, Inc. summer camp was funded through a subcontract. He added that the RFP was open to 501(c) (3) and government agencies.

Mr. Dillinger moved that the RFP funding be capped at \$2M and not include any government taxing authorities.

Mr. Jaruszewski reiterated: Fund the proposals up to \$2M and eliminate the two government taxing authorities that have three funding requests.

**ACTION: Mr. Neri moved to approve the Non-Operating Capital Contracts; seconded by Mr. Dillinger; no further discussion; motion carried.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Dillinger, Public Defender
<b>SECONDER:</b>	Raymond Neri, Board Member
<b>AYES:</b>	McCabe, Mikurak

### **C. FY 14/15 New Programs and Service Expansion Funding**

Mr. Jaruszewski read the recommended action for the New Programs and Service Expansion Funding: Budget reallocation and approval to execute agreements for new programs and service expansion of existing programs for FY 14/15 with a \$275,437 budget impact. He said the recommendation for the action dates back to the August 18, 2014 Finance Committee meeting discussion on how to address out-of-cycle funding requests. He said staff has reviewed the eight requests and at this time is recommending funding for three agencies. He explained that the Alpha House Tampa proposal is a request for a collaborative partnership, not funding. He then reviewed the funding requests: Pace Center for Girls, \$90,000 annual allocation for a counselor and program assistant that fits with JWB's school success strategic focus area; Pinellas County Health Department School-Based Health Clinics \$131,437 request to fund a new clinic at Pinellas Park High School; and St. Petersburg College request for \$54,000 to fund scholarships for child care center staff.

Mr. Dillinger moved approval, but he asked for clarification on how many Pinellas County schools have health clinics.

Dr. Biddleman responded: Three and the current request is for Pinellas Park High School.

Mr. Dillinger asked if there were health clinics at Northeast and Gibbs high schools.

Dr. Biddleman replied yes.

Mr. Neri asked if there is data on who is using the Northeast High School clinic.

Dr. Biddleman said that data can be requested.

Mr. Mikurak asked if there is an expectation to open more clinics.

Mr. McCabe said it is debatable because the clinics are a school board function.

Mr. Mikurak asked if funding the Pinellas Park High School clinic is contingent on it receiving funding next year.

Dr. Biddleman said that is not the intent.

Mr. Dillinger reiterated that funding the Pinellas Park High School clinic is not contingent on future funding.

Dr. Biddleman said no it is not.

Mr. Dillinger then moved to accept all three as proposed in the recommended action.

Mr. McCabe asked about the scholarships for child care worker certifications at St. Petersburg College. He asked what the employment requirements are for the scholarship recipients.

Mr. Jaruszewski said he is working with the SPC Foundation and they would require at least a one-year work commitment for the scholarship recipients. He added that there is not a lot of mobility in the local child care workforce.

Mr. McCabe asked for clarification on the RFP funding: Is it paid on receipt or is it a grant?

Mr. Jaruszewski said the funds will be awarded as a cost reimbursement. He added the remainder of the funding requests will be discussed at the next Finance Committee meeting that will be scheduled for either December or January.

**ACTION: Mr. Dillinger moved to approve the FY 14/15 New Programs and Service Expansion Funding; seconded by Mr. McCabe; no further discussion; motion carried.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Dillinger, Public Defender
<b>SECONDER:</b>	Bernie McCabe, State Attorney
<b>AYES:</b>	Mikurak, Neri

#### **D. Approve Removal of Surplus and Obsolete Property**

Mr. McCabe called for a discussion of the removal of surplus property.

Mr. Jaruszewski said the surplus property list is brought to the Finance Committee and Board twice a year. The current one is the second request for 2014. He said the list contains standard items, but includes some computers that are obsolete due to the

discontinuation of support for Windows XP. He called attention to the biometrics equipment on page 5 and 6 of the surplus property list. He said the equipment has a positive value and JWB has made an effort to utilize it, however, due to recent Florida legislation that disallows use of biometric equipment in schools, the equipment cannot be used. He reported JWB has a potential buyer outside of Florida for the equipment. He added that the biometrics equipment is listed as uneconomical because of its age, which has created a potential need to replace the hard drives and the server. He said it is more economical to recoup some of the money spent by selling the equipment rather than by replacing the hard drives and server.

Mr. Dillinger said he thought the original intent was to use the equipment for JWB funded programs so we would know the child was actually there.

Mr. Jaruszewski said the original intent was to use the equipment for the Family Services Initiative and the Neighborhood Family Centers (NFC), however, to get the biometrics system to fully work it had to be used in the school programs, which is now not allowed. He said JWB spoke with consultants to see if the biometrics data could be integrated with the ISIS system. It cannot be rolled out in the school programs due to the statewide decision to disallow biometrics.

Dr. Biddleman said she met with the Early Learning Coalition to see if they could use the equipment, but because they are a state-centered program, they cannot use the equipment. JWB also discussed options with the Licensing Board using the equipment. She indicated that Mr. Jaruszewski has been researching other alternatives and found an opportunity to sell the equipment.

Mr. Dillinger asked why the biometrics equipment cannot be used at the NFCs, with the SPC scholarship recipients or at the Pace Center for Girls.

Mr. Jaruszewski explained that the equipment needs connectivity to a server and it is meant to be used on a massive scale with 100% participation, not on a program basis. He said it is not cost effective for small programs to use the equipment. There would be two sign-in processes needed, one for JWB-funded children and one for those not funded by JWB.

Mr. Mikurak asked how old the equipment is.

Mr. Jaruszewski said the equipment was purchased in 2011.

Mr. Mikurak added that the hospitals that were using biometric equipment have moved on to different technology.

Mr. Jaruszewski said he is taking steps to make sure JWB's future information technology initiatives are aligned with the strategic plan. He said the initiatives will be examined for internal and external risks. He said JWB is subject to factors outside its control concerning the biometric equipment.

Mr. Mikurak added that it is always important to look at what the organization is trying to accomplish. He said the hospitals quickly replaced their biometric equipment and no longer have to worry about integration of systems.

Mr. Neri said he understands the equipment is “made to go big” and supports trying to recapture some of the money spent.

Mr. Dillinger asked why the Apple TVs on page 2 were listed as inefficient.

Mr. Jaruszewski explained that in terms of feasibility they are not practical and there is better technology available for business use.

**ACTION: Mr. Dillinger moved to approve Removal of Surplus and Obsolete Property; seconded by Mr. Mikurak; no further discussion; motion carried.**

<b>REULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Dillinger, Public Defender
<b>SECONDER:</b>	Michael Mikurak, Board Member
<b>AYES:</b>	McCabe, Neri

#### **E. Approve FY 14/15 Florida Blue Health Benefits Plan**

Dr. Mary Grace Duffy reviewed three points to keep in mind when discussing the proposed health insurance funding quotes: 1) the financial forecast is backed by a priority to create stability with health insurance prices; 2) providing stability for the staff and their dependents is also important; and 3) there is a balance with the economic reality. This year JWB budgeted for a 10% insurance increase in FY 14/15. She added that prior to the meeting, Florida Blue provided an additional funding option for JWB’s health insurance: a 4% increase or a 6% decrease. She added that JWB has been working with Florida Blue for three years and the intent is not to shift JWB’s organizational costs for insurance to the employees. She explained that the insurance carriers offer package deals with multiple premiums.

Dr. Duffy introduced Ms. Kristen Andonian, a Knowledgeable Navigator with Alltrust Insurance, to explain recent changes in the JWB’s staff insurance costs. Ms. Andonian said originally JWB was given an estimated 12% increase from Florida Blue in insurance costs for FY 14/15. She said that this year several companies were competing for JWB’s business. Alltrust went back to Florida Blue and asked for a flat renewal. Florida Blue countered with a 4.49% increase, based on some large claims that were made in FY13/14. There is an option to reduce the insurance costs by 6.39% for an estimated annual savings of \$37,500 that includes increasing the deductible by \$500, increasing co-pays by \$10, and changing the prescription plan from a \$10-\$30-\$50 payment range to a \$10-\$50-\$80. She said tweaking the plan can result in savings. She said the question before the Finance Committee is to accept the 4.49% increase with no plan design changes to the current plan or begin tweaking the plan for a potential 6.9% decrease.

Mr. McCabe said that if insurance is budgeted at 10%, but the increase came in at 4.49%, JWB should keep the current plan.

Mr. Dillinger made the motion to keep the current plan.

**ACTION: Mr. Dillinger moved to approve the FY 14/15 Florida Blue Health Benefits Plan; seconded by Mr. Neri; no further discussion; motion carried.**

<b>RESULT:</b>	APPROVED [UNANIMOUS]
<b>MOVER:</b>	Bob Dillinger, Public Defender
<b>SECONDER:</b>	Raymond Neri, Board Member
<b>AYES:</b>	McCabe, Mikurak

## II. INFORMATION

Mr. McCabe asked if there any Information Items the committee wished to discuss.

### A. Program Monitoring Methodology and Reporting

Mr. Jaruszewski reviewed the items. He said the Program Monitoring Methodology and Reporting was purely informational in order to advise the Committee of some changes on how the funded agencies are monitored.

### B. Project Launch

The Project LAUNCH memo is advising that the Memorandum of Agreement will not be renewed, but JWB will continue to partner and work collaboratively with the project.

### C. Proposed Board Policy Changes

Board Policy changes will be presented at the Thursday, November 13, 2014 Board Meeting for the full Board's approval, however, they were presented as informational to the Committee in case there are any comments on any of the proposed changes that will be incorporated into the final language.

### D. Proposed Salary Increases

Proposed salary increases are in the approved budget. The memo outlines the methodology of implementation.

## III. OPEN AGENDA

Mr. Dillinger asked for an update on the recent Children's Services Councils (CSC) referendum votes.

Ms. Debra Prewitt, JWB Director of Public Policy, distributed a November 13, 2014 proposed Board memo outlining the voting results in Broward, Martin, Okeechobee, Palm Beach and St. Lucie. She said each CSC referendum was approved within a 75%-85% range. She referred to a spreadsheet attached to the memo indicating which CSCs created Political Action Committees (PACs) and the amount of money the PACs raised.

Mr. Dillinger said he heard that the Children's Board of Hillsborough County has created a PAC. He asked if the JWB Board can discuss creating a PAC.

Ms. Prewitt cited Section 106 of the Florida Statutes that states elected members of the Board may discuss involvement in PAC activities.

Mr. McCabe said he read the Broward ballot language and found it cumbersome, poorly placed, and filled with buzz words. He added that Broward still received 75% of voter approval.

Mr. Neri asked if there were any transportation issues on any of the ballots.

Mr. McCabe said some of the counties had votes to build new court houses and transportation systems, and none of those issues passed.

Ms. Prewitt said Chapter 125 of the Florida Statutes indicates that an entity must submit its ballot language nine months before the election.

Mr. McCabe requested that Ms. Prewitt contact the CSCs in the five counties and get their ballot language and ask about how the language was selected.

Ms. Prewitt said she has the ballot language from each county in a different spreadsheet.

Mr. McCabe said that, based on the overwhelming success of the referenda in the five counties, JWB could get the requirement repealed.

Ms. Prewitt indicated the efforts in the five counties cost just under three quarters of a million dollars.

Mr. Neri asked if JWB can conduct a phone survey to identify voters who will support JWB's referendum.

Attorney Flynn said JWB cannot.

Ms. Prewitt clarified that a PAC can.

Mr. McCabe asked if St. Lucie County was the genesis of these referenda.

Ms. Prewitt said it was Martin County.

Mr. Mikurak asked if JWB wanted to start a PAC so close to the recent election.

Mr. McCabe recommended exploring the referendum requirements.

**Mr. McCabe moved to adjourn the meeting at 9:44 AM.**

**Minutes respectfully submitted by Joan Chamo, Executive Assistant**