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Juvenile Welfare Board of Pinellas County

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12-12-2019

## **Juvenile Welfare Board Finance Committee Meeting: 2019: 12: 12**

Juvenile Welfare Board of Pinellas County.

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## **JWB FINANCE COMMITTEE MEETING**

**Thursday, December 12, 2019  
9:00 AM**

**Juvenile Welfare Board  
14155 58<sup>th</sup> Street North  
Edmonds Neri Conference Room  
Clearwater, FL 33760**

### **AGENDA**

- I. CALL TO ORDER**
  
- II. ACTION**  
Approve Finance Committee Meeting Minutes for November 13, 2019
  
- III. ADJOURN**

*Notice: These meetings are subject to audio and video recording at any time.*



**JWB FINANCE COMMITTEE MEETING**

**Wednesday, November 13, 2019  
1:30 PM**

**Juvenile Welfare Board  
14155 58<sup>th</sup> Street North  
Edmonds Neri Conference Room  
Clearwater, Florida 33760**

**Minutes**

**CALL TO ORDER**

**JWB STAFF PRESENT: Judith Warren, Brian Jaruszewski, Lynda Leedy, Beth Houghton, Karen Woods, Laura Peele, Diana Carro, Lorraine Hayes, Ann Crawford, Joanne Reich, Yaridis Garcia, Desmon Newton, Megan Seales, Patrick Pidgeon, Priscilla McFadden, Joyce Sparrow, Paul Webb, Qian Fan, Karen Boggess**

**JWB Legal Counsel: Colleen Flynn, Esquire**

**MEETING WAS CALLED TO ORDER BY MR. BERNIE MCCABE AT 1:31 PM.**

Attendee Name	Title	Status
Karen Seel	Finance Committee Member	Absent
Bob Dillinger	Public Defender – Finance Committee Member	Present
Bernie McCabe	State Attorney - Finance Committee Chair	Present
Michael Mikurak	Finance Committee Member	Present
Rick Butler	Finance Committee Member	Absent
Susan Rolston	Board Chair	Present

**I. ACTION**

**A. Approve Award for Early Learning Center Clinical Consultation & Intervention Services Request for Proposals (RFP)**

Mrs. Diana Carro, Budget and Business Services Manager and Mrs. Karen Boggess, Performance and Evaluation Manager, presented the process and timeline of the Early Learning Center Clinical Consultation and Intervention Services RFP. Their presentation elaborated on the needs of the early learning centers and their involvement with the process. Mrs. Boggess and Mrs. Carro stated Children’s Home Society, Directions for Living, Suncoast Center, and University of South Florida applied for the Early Learning Clinical Consultation and Intervention Services RFP.

Mrs. Boggess explained the creation of the RFP was based on feedback received from early learning centers about their need for specialized support services. She shared research on the effects of trauma on young children and how it increases their risk of expulsion. Mrs. Boggess stated the goal of the RFP is to address the needs of teachers and young children in early learning centers.

Mrs. Carro introduced the evaluation committee. She reviewed the evaluation criteria and final scoring of each proposer. The Evaluation Committee recommended an award for \$675,000 for FY20 and FY21 to the Children's Home Society.

Mr. Shawn Naugle and Ms. Brittany Waldrop presented on behalf of the Children's Home Society. Mr. Naugle shared a history of the Children's Home Society and their locations across the state of Florida. Mr. Naugle shared Children's Home Society uses evidence-based practices and trauma informed care. The goal of the Children's Home Society is to prevent the need for foster care and create better outcomes for children.

Mr. Bernie McCabe asked if Children's Home Society currently provides services in Pinellas County. Mr. Naugle answered Children's Home Society provides clinical services and receives referrals from Eckerd Connects. Mr. McCabe asked if they have programs in Pinellas. Mr. Naugle answered Children's Home Society recently signed a lease for a building in Largo where their Pinellas County office will be located.

Ms. Waldrop shared a list of services Children's Home Society will provide to early learning center clients.

Mr. Bob Dillinger asked Children's Home Society if they provide the Adverse Childhood Experiences (ACE) assessment. Mr. Naugle answered yes, ACE assessments are given to the children receiving clinical services.

Mr. Dillinger asked if Children's Home Society has seen any measurable results from their services. Mr. Naugle answered clients never really graduate from therapy, but they do see improvement over time, and assessment scores changing in a positive direction with interventions being implemented.

Mr. Michael Mikurak asked if Children's Home Society currently provides the services listed in their presentation. Ms. Waldrop answered they currently provide the referenced services in Hillsborough County.

Mr. McCabe asked if JWB currently has a Quality Early Learning Initiative (QELI) center in North County. Mr. Jaruszewski answered no, but JWB is looking into funding one and this will be addressed in the Board workshop. Mr. McCabe asked if this proposal can expand into North County if a QELI center is opened there. Mr. Jaruszewski answered yes, the program is scalable and can expand into North County.

Mr. McCabe observed the scoring between the first and second ranked proposers was close. He inquired if there would be consideration for the second place winner based on them already being funded by JWB. Mr. Jaruszewski answered no, Children's Home Society is recommended based on the merit of their proposal and performance during their interview.

Mrs. Susan Rolston asked how many new hire staff Children’s Home Society will have. Mr. Naugle answered they are hiring five Masters level clinical counselors, and five Bachelor level staff. Each staff member will support two early learning centers.

Mr. McCabe asked Children’s Home Society if they will bill Medicaid for the services provided. Mr. Naugle answered they anticipate Medicaid will be used for some services, but they do not know an exact number yet. Mr. McCabe requested a report for how much Medicaid funding they are receiving in the budget. Mr. Mikurak also requested a report of the metrics of success on a regular basis.

Mrs. Rolston asked if Children’s Home Society could begin delivering services prior to the originally proposed start date if new staff are ready and trained. Mr. Naugle answered yes, families at early learning centers will receive services during the three-month gap between hiring new staff and the proposed start date.

Mr. Dillinger asked Children’s Home Society to state their current turnover rate. Mr. Naugle answered turnover for clinical counselors is below 15 percent.

Mr. McCabe invited public comment on the Early Learning Center Clinical Consultation and Intervention Services RFP.

Ms. Colleen Flynn, JWB’s legal counsel, received a public comment card from Ms. Barbara Daire, Chief Executive Officer of Suncoast Center. Ms. Daire made a comment on behalf of Suncoast regarding their scoring in the Early Learning Center Clinical Consultation and Intervention Services RFP. Ms. Daire requested feedback on Suncoast’s proposal. Ms. Daire suggested for future procurements, an additional round of evaluation be completed when two proposals are so close in scoring.

Mr. McCabe stated he believes the relationship a provider has with the community is worth taking into consideration for future RFPs. Mr. Jaruszewski answered there can be additional conversation regarding this matter.

Mr. Jaruszewski invited members of the Finance Committee to make a motion regarding the Early Learning Center Clinical Consultation and Intervention Services RFP.

**Action: Mr. Mikurak made a motion to approve, Mr. Dillinger seconded. The recommendation is for the Board to approve award of the Early Learning Center Clinical Consultation and Intervention Services RFP to Children’s Home Society. The motion passed unanimously.**

**B. Approve Removal of Surplus and Obsolete Inventory**

Mr. McCabe invited the Finance Committee to make a motion on the removal of surplus and obsolete inventory.

**Action: Mr. Dillinger made a motion to approve, Mr. Mikurak seconded. The motion to approve the removal of surplus and obsolete inventory passed unanimously.**

## **C. Approve Neighborhood Family Center Capital and Licensing Budget**

### **Amendments**

Mr. Jaruszewski shared the ongoing process of obtaining childcare licensing for JWB Neighborhood Family Centers (NFCs). The renovations needed for NFC licensing were not completed and additional funding is being requested.

Mr. McCabe asked if James B. Sanderlin NFC really needs a \$125,000 fire system. Mr. Jaruszewski answered yes, this is an accurate cost estimate due to the age of the building.

Mr. Dillinger and Mr. McCabe stated there needs to be a comprehensive evaluation of the NFCs to see if there is a more efficient way to provide services to the community.

Ms. Beth Houghton, Chief Executive Officer, answered JWB is open to coming up with clear measures for the NFCs.

Mr. McCabe invited public comment regarding Neighborhood Family Center Capital and Licensing Budget Amendments.

Ms. Janet Hooper, director of Mattie Williams NFC made a public comment regarding evaluation of NFCs. She stated the struggle of accurately measuring the services provided by NFCs stems from the differences between each one. Ms. Hooper invited all members of the Finance Committee to visit Mattie Williams NFC.

Mr. McCabe invited members of the Finance Committee to make a motion on budget amendments for JWB Neighborhood Family Centers.

**Action: Mr. Mikurak made a motion to approve, Mr. Dillinger seconded. The recommendation is for the Board to approve Neighborhood Family Center capital and licensing budget amendments. The motion passed unanimously.**

## **II. Discussion**

### **A. Program Monitoring Updates**

Mr. Jaruszewski distributed copies of the JWB Financial and Operational Oversight List.

Mr. McCabe asked if there has been a pattern of disallowed costs in agencies. Mr. Jaruszewski answered yes, there have been issues of disallowed costs. Ms. Lori Lewis, Program Finance Manager, further elaborated she believes some instances of disallowed costs are beginning to look like a pattern.

Mrs. Rolston asked if the boards and chief executive officers of these organizations are being informed of being on the watch list. Mr. Jaruszewski answered yes, the boards are being informed. Ms. Judith Warren, Chief Operating Officer, answered the board chairs for Pace Center for Girls, Police Athletic League (PAL), and Religious Community Services (RCS) have received letters delivered to their homes.

**B. Middle School Academy Solicitation Strategy**

Mr. Jaruszewski shared there is currently a budget of \$800,000 allotted for JWB Middle School programming at Azalea, Largo, and Tarpon Springs Middle Schools. Azalea Middle School currently does not have a program. YMCA of the Suncoast currently has an existing program in Largo and Tarpon Springs Middle School. Mr. Jaruszewski asked the Finance Committee for input regarding whether the proposed Middle School Academy should be a competitive solicitation or a sole source with the existing provider, YMCA of the Suncoast.

Mr. Dillinger recommended a competitive solicitation for Azalea Middle School and sole sourcing for Largo and Tarpon Springs. Mr. Jaruszewski stated there will be a draft of the Middle School Academy RFP at the December 19, 2019 Finance Committee meeting.

**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 2:32 PM**

**Attachments: JWB Financial Oversight List- 11/13/2019**

**Future Meetings**

**JWB Board Meeting**

Thursday, December 12, 2019

**JWB Finance Committee Meeting**

Thursday, December 19, 2019

## JWB Financial / Operational Oversight List – 11/13/2019

### Directions for Living

(Quarterly CFO Meetings)  
(CEO – ED Meeting 10/15/2019)

- Negative history of change in net assets –
  - three of five prior year's net operating loss
- Possible pending litigation
- Recent turnover in CFO position
- Cumulative recent loss of approximately \$9 million in revenue in total**

### Sanderlin NFC

(CFO – Board meeting 4/4/2018)  
(CFO – Board meeting 4/10/2019)  
(CFO – Board meeting 5/8/2019)

- History of audit findings
  - (material adjustments to financials)
- Prior year compliance finding – activities not allowed for a 501(c)(3)
- Current liabilities exceed current assets
- Balance due to JWB of \$20,000
- Repayment commencing at \$500/month (\$6k annually)

### GRAYDI NFC

(CFO – Board meeting 9/21/2018)  
(CFO – Board meeting 11/16/2017)

- History of audit findings
  - (material adjustments to financials)
- Annual operating loss for FY18 (working capital? reserves)
- Current financial position (\$829 in net assets)
- Staffing / turnover frequency

### CASA

(CFO/CEO mtg w/ CEO/BoD 12/17/2018)

- Negative history of change in net assets
  - three of four prior fiscal years net loss
- Finance / Operations inconsistencies.
- Turnover in CFO position.
- Disallowed costs from FY18 of \$12,000
- Loss of United Way Funding

### RCS

(CEO – Board meeting 8/20/2019)

- Senior staff recent turnover, including Executive Director
- Lapse history in excess of 10 percent
- Loss of VOCA funding (recently recovered)
- Pending litigation.
- Program monitoring concerns
  - HR files and non-notice of key staff separations
- Pending Litigation against CEO / COO / Board / Agency
- FY18 net loss
- FY18 Findings / Compliance Finding
- JWB Corrective Action plan implemented, revised to include financial components**



Bethel – Truancy Intervention Program

(CEO/CFO – ED/BoD Chair mtg 1/30/2019)

- Current financial position (negative net assets)
- History of operating performance
  - o three consecutive years of net loss

PARC

(JWB – ED meeting 6/25/2019)

- Shared / split costs between programs not identifiable.
- CFO turnover rate
- Questioned use of capital funds.
- Excessive utilization of overtime in programs
- Excessive on-call costs

## Finance Committee Meeting

November 13, 2019

### Approve Award for Early Learning Center Clinical Consultation and Intervention Services Request for Proposals

Item I.A.

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**Recommended Action:** Approve Early Learning Center Clinical Consultation and Intervention Services Request for Proposals (RFP) Funding Recommendation

**Strategic Plan Alignment:** School Readiness

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In January 2019, the JWB Board of Directors voted to allocate \$2.7 million for Future Programming 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. One of the Future Programming recommendations that was approved for \$675,000 was to increase behavioral supports to funded early learning centers.

This recommendation was based upon staff observations and feedback from the ten JWB-funded early learning centers that identified the need for these services to preserve the integrity of the quality of the early learning environments. (See attached map of the JWB Funded Early Learning Centers.) Children are presenting with complex needs and challenging behaviors that often go beyond the scope of expertise available within the current staffing models in the Centers.

There is a growing body of research that supports the relationship between traumatic experiences in birth through five years and its impact on memory, language, emotional, and brain development. In addition, poor attention, impulse control, regulation of emotions, and aggression can result from adverse experiences<sup>1</sup>. Twelve years ago, Yale University researchers found that preschoolers are three times more likely than older children to be removed from school and to face social, emotional and academic consequences. Subsequent research found that the effect of this phenomenon was also racialized.<sup>2</sup>JWB, however, has maintained the stance that expulsions are not in the best interest of these children. In recognition of the increased demands placed on the Centers due to this expectation, staff conducted market research and found proven models exist and are in operation that provide data-driven guidance for developing and implementing early childhood mental health consultation programs for young children manifesting behavior problems in preschool settings.

<sup>1</sup> McConnico, Boyton-Jarrett, Bailey, & Nandi. (2016). A Framework for Trauma-Sensitive Schools: Infusing Trauma-Informed Practices into Early Childhood Education Systems. *Zero to Three*, 36(5), 36–44. Retrieved from <http://www.coastfraseridpscd.ca/wp-content/uploads/2016/07/Zero-to-3-May-2016-Chronic-Stress-Complex-Trauma.pdf#page=36>

<sup>2</sup>Rasheed Malik. “New Data Reveal 250 Preschoolers Are Suspended or Expelled Every Day.” Center for American Progress. November 6, 2017. <https://www.americanprogress.org/issues/early-childhood/news/2017/11/06/442280/new-data-reveal-250-preschoolers-suspended-expelled-every-day/>

JWB subsequently recommended procuring a qualified agency to deliver clinical consultation and child-specific intervention services grounded in best practices to further enhance services at the Centers. On July 11, 2019, the Board approved the release of the Early Learning Center Clinical Consultation and Intervention Services RFP. These services are defined in the RFP as:

**Clinical Consultation Services**

- An ongoing, collaborative relationship of technical assistance and guidance between a consultant with expertise in Young Children’s social-emotional and behavioral development and Center leadership, teachers and families.
- Serves as an important resource for Centers to improve the learning environment by: 1) improving their skillsets and knowledge bases to recognize and respond to challenging behaviors; 2) nurturing the social-emotional development of all children within their care; 3) increasing children’s access to early identification and intervention services needed to address social-emotional wellness, and 4) ultimately, helping to reduce problem behaviors in those children at highest risk.

**Child-Specific Intervention Services**

- Interventions specifically targeting the identified needs of an individual child. In order to achieve this, the team will collaborate and convene with center staff, and other clinical and health care providers working with the family in order to create a unified Behavioral Support Plan to improve the functioning of the children and families served by the program.

The program will be evaluated on the following outcomes:

**Clinical Consultation Services**

- 90% of staff who receive technical assistance and training will increase their knowledge of behavior management techniques and demonstrate the techniques in the classroom
- 90% of Center staff will be satisfied with consultation services

**Child-Specific Intervention Services**

- 75% of children who received child-specific intervention services will demonstrate improvement in behaviors as identified in the Behavior Support Plan
- 90% of parents whose children receive child-specific intervention services will express satisfaction with their child’s progress during program participation

Additional performance measures will be established in alignment with proposed standardized assessment and other tools submitted by the successful Proposer.

The Evaluation Committee consisted of the following members:

Name	Title	Employer
Karen Boggess	Program Management and Evaluation Manager	JWB
Paul Webb	Senior Program Consultant	JWB
Cheryl Miller	Senior Program Consultant	JWB
Lori Lewis	Program Finance Manager	JWB
Gayle Ingraham, Ed.D	Program Manager	The Children’s Home, Inc.

The following criteria and weights were used to evaluate and score the Proposals.

<u>Evaluation Criteria</u>	<u>Weight</u>
Experience and Qualifications	50%
Approach to Complete the Scope of Work	35%
<u>Budget and Cost Effectiveness</u>	<u>15%</u>
<b>Total Potential Points</b>	<b>100%</b>

JWB received four proposals from: Children’s Home Society of Florida, Directions for Living, Suncoast Center, and University of South Florida. All proposals were selected to be interviewed by the Evaluation Committee and re-evaluated using the same criteria and weights shown above. The final scores were as follows. (See attached recommendations and detailed scoring sheet.)

<u>Agency</u>	<u>Score</u>
Children’s Home Society of Florida	88.2
Suncoast Center	88.0
University of South Florida	87.6
Directions for Living	80.8

The Evaluation Committee’s recommendations were presented to the JWB Executive Team and the Executive Team approved the Committee’s recommendation as presented. The Executive Team recommends approval to award an agreement to the Children’s Home Society of Florida for \$675,000 in FY20 (01/01/2020 – 09/30/2020) and \$675,000 in FY21 (10/01/2020 – 09/30/2021).

Attachments: Map of JWB Funded Early Learning Centers  
Recommendations by the Evaluation Committee to the Executive Team  
Scoring Sheet by the Evaluation Team- Round 3

Staff Resource: Judith Warren  
Brian Jaruszewski  
Diana Carro  
Lorrayne Hayes

<b>Children's Home Society of Florida</b>	<b>Criteria</b>	<b>Cheryl</b>	<b>Gayle</b>	<b>Karen</b>	<b>Lori</b>	<b>Paul</b>	<b>Weighted Average</b>
	Experience and Qualifications (1-5) 50%	5	5	4	5	4	46.00
	Approach to Complete the Scope of Work (1-5) 35%	5	5	4	5	3	30.80
	Budget and Cost Effectiveness (1-5) 15%	4	4	4	4	3	11.40
	<b>Total</b>	<b>97</b>	<b>97</b>	<b>80</b>	<b>97</b>	<b>70</b>	<b>88.20</b>

<b>Directions for Living</b>	<b>Criteria</b>	<b>Cheryl</b>	<b>Gayle</b>	<b>Karen</b>	<b>Lori</b>	<b>Paul</b>	<b>Weighted Average</b>
	Experience and Qualifications (1-5) 50%	4	5	4	4	4	42.00
	Approach to Complete the Scope of Work (1-5) 35%	4	3	4	4	5	28.00
	Budget and Cost Effectiveness (1-5) 15%	3	5	3	3	4	10.80
	<b>Total</b>	<b>77</b>	<b>86</b>	<b>77</b>	<b>77</b>	<b>87</b>	<b>80.80</b>

<b>Suncoast Center</b>	<b>Criteria</b>	<b>Cheryl</b>	<b>Gayle</b>	<b>Karen</b>	<b>Lori</b>	<b>Paul</b>	<b>Weighted Average</b>
	Experience and Qualifications (1-5) 50%	5	5	4	5	5	48.00
	Approach to Complete the Scope of Work (1-5) 35%	4	3	4	4	5	28.00
	Budget and Cost Effectiveness (1-5) 15%	4	5	3	4	4	12.00
	<b>Total</b>	<b>90</b>	<b>86</b>	<b>77</b>	<b>90</b>	<b>97</b>	<b>88.00</b>

<b>University of South Florida</b>	<b>Criteria</b>	<b>Cheryl</b>	<b>Gayle</b>	<b>Karen</b>	<b>Lori</b>	<b>Paul</b>	<b>Weighted Average</b>
	Experience and Qualifications (1-5) 50%	5	5	5	5	5	50.00
	Approach to Complete the Scope of Work (1-5) 35%	4	3	4	4	5	28.00
	Budget and Cost Effectiveness (1-5) 15%	3	4	3	3	3	9.60
	<b>Total</b>	<b>87</b>	<b>83</b>	<b>87</b>	<b>87</b>	<b>94</b>	<b>87.60</b>

		Original - Round 1-2				Revised - Round 3				Award Recommendation		
		FY20 (1/1/2020-9/30-2020)		FY21 (10/1/2020-9/30/2021)		FY20 (1/1/2020-9/30-2020)		FY21 (10/1/2020-9/30/2021)				
Agency Name	Total Score	Total Program Budget	JWB Funding Request	Total Program Budget	JWB Funding Request	Total Program Budget	JWB Funding Request	Total Program Budget	JWB Funding Request	FY20	FY21	Notes/Comments
Children's Home Society of Florida	88.2	\$822,386	\$675,000	\$971,000	\$675,000	\$822,386	\$675,000	\$971,100	\$675,000	\$675,000	\$675,000	After demo, received cost breakdown for one time only start-up costs requested for FY20.
Suncoast Center	88.0	\$774,496	\$675,000	\$781,678	\$675,000	\$615,736	\$541,442	\$781,678	\$675,000			After demo, FY20 JWB Funding Request decreased to reflect nine months of salaries instead of twelve and increased funding for specialized assessments, staff educational therapy training tools, and one time only conference room furniture.
University of South Florida	87.6	\$874,155	\$674,998	\$906,818	\$674,999	\$874,155	\$674,998	\$906,724	\$674,912			During demo, received revised budget that decreased operating supplies in order to increase professional services for specialized assessments and made minor adjustment to salaries for two positions.
Directions for Living	80.8	\$701,226	\$675,000	\$701,279	\$675,000	\$771,744	\$506,520	\$1,012,052	\$675,000			After demo, FY20 JWB Funding Request decreased to reflect nine months instead of twelve and Total Program Budget increased to reflect anticipated Medicaid revenue and add four additional positions.

ATTACHMENT C – MAP OF JWB FUNDED EARLY LEARNING CENTERS



The data within this map is for reference only and should not be considered to be of survey precision. Considerable effort is made to verify the information; however, due to its volume and highly dynamic nature, only original data sources should be used where accuracy, completeness and currency are required.

## Finance Committee Meeting

November 13, 2019

### Approve Removal of Surplus and Obsolete Inventory

#### Item I.B.

**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



Asset ID	Description of Item	Reason for Removal	Purchase Date	Purchase Price	Net Book Value	Disposition
002135/1348	Cisco Router 2960	Inefficient	2/17/2011	\$ 1,455.00	\$0.00	Recycle
	Credenza	Inefficient	Donated from Chase Bank	NA	\$0.00	Donate
001529	HP Color Printer CLJ Pro 400	Inefficient	6/6/2013	\$ 429.75	\$0.00	Recycle
	Hutch	Inefficient	Donated from HHSCC	NA	\$0.00	Donate
001166	LCD TV Panasonic TC-32LX85	Inefficient	1/4/2009	\$ 609.97	\$0.00	Donate
002429	Lenovo E550	Inefficient	8/27/2015	\$ 842.81	\$0.00	Donate
001382	RCA TV with DVD player	Inefficient	9/29/2008	\$ 457.86	\$0.00	Donate
001308	SAS Disc Enclosure/Storage	Inefficient	6/13/2012	\$ 15,390.00	\$0.00	Recycle
002076	Scanner - flat bed	Inefficient	3/16/2010	\$ 1,211.10	\$0.00	Donate
001679/001446	Sound System	Inefficient	3/12/1996	\$ 1,770.45	\$0.00	Donate
002541, 002544-002545, 002547, 002549, 002551, 002555, 002559, 002711	Verizon MIFI	Inefficient	12/13/2016	\$ -	\$0.00	Recycle
002560	Verizon MIFI	Item lost	2/1/2017		\$0.00	NA
	White Board	Inefficient	Donated from Chase Bank	NA	\$0.00	Donate
	2 Drawer vertical file cabinet	Inefficient	Unknown	NA	\$0.00	Donate
	Conference room chairs (7)	Inefficient	Donated from Chase Bank	NA	\$0.00	Donate
	Conference table chairs (5)	Inefficient	Donated from Chase Bank	NA	\$0.00	Donate
	Credenza	Inefficient	Donated from Chase Bank	NA	\$0.00	Recycle
	Folding chairs (4)	Inefficient	Unknown		\$0.00	Donate
001511	iPad	Inefficient	5/1/2013	\$ 489.00	\$0.00	Donate

Asset ID	Description of Item	Reason for Removal	Purchase Date	Purchase Price	Net Book Value	Disposition
002495	iPad	Item lost	4/21/2016	\$ 399.00	\$0.00	NA
002502	Lenovo Laptop	Inefficient	5/23/2016	\$ 548.87	\$0.00	Recycle
002503	Lenovo T460	Inefficient	7/26/2016	\$ 1,466.22	\$0.00	Donate
002647	Lenovo Yoga 370	Item was returned and replaced with a new laptop	7/25/2017	\$ 1,400.00	\$0.00	Returned
	Promotional Tent	Inefficient	Unknown		\$0.00	Donate
	Table 94"x47"	Inefficient	Donated from Chase Bank	NA	\$0.00	Donate
002542, 002543, 002546, 002556, 002558,002672	Verizon MIFI	Inefficient	12/13/2016	\$ -	\$0.00	Donate
000930	Viewsonic Monitor	Inefficient	1/9/2013	\$ 214.34	\$0.00	Donate

**Finance Committee Meeting**

**November 13, 2019**

**Approve Neighborhood Family Center Capital and Licensing Budget Amendments**

**Item I.C.**

**Recommended Action:** Approve Budget Amendment for Neighborhood Family Centers Capital and Licensing Costs for FY20

**Strategic Plan Alignment:** Strengthening Community

**Background**

In fiscal 2019, JWB added a provision to the Neighborhood Family Centers’ (NFCs) contracts that required each NFC to fully comply with Pinellas County Child Care Licensing standards through the Pinellas County Licensing Board (PCLB). Efforts commenced by reaching out to PCLB to understand both the physical building requirements and the staffing requirements for Child Care facilities.

Due to the extensive nature of the licensing process, not all of the requirements were able to be completed in fiscal 2019. In total, \$300k was budgeted in FY19 for NFC capital / licensing costs. Of this amount, approximately \$130k was spent (see chart below).

CAP -	\$6,810
CNFC -	\$4,938
GRAYDI -	\$0
HPNFC -	\$3,457
JBS -	\$88,303
LANFC -	\$2,738
<u>MWNFC -</u>	<u>\$24,525</u>
Total -	\$130,772

In order to complete the licensing requirements in FY20, the following amounts are being requested for a budget amendment. These costs will be funded from the “Unassigned” Fund balance.

CAP -	\$1,000 (training)
CNFC -	\$1,000 (training)
GRAYDI -	\$1,000 (training)
HPNFC -	\$95,000 (kitchen and adjacent room renovations)
JBS -	\$125,000 (fire suppression / alerting system)
LANFC -	\$62,000 (kitchen renovations)
<u>MWNFC -</u>	<u>\$15,000 (plumbing and operating costs)</u>
Total -	\$300,000

Staff Resource: Brian Jaruszewski  
Judith Warren