



Juvenile Welfare Board

Investing in children. Strengthening our community.

BOARD MEETING

Thursday, June 14, 2018
Directly Following the 9:00 AM
Finance Committee Meeting

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

REVISED AGENDA

Due to a lack of a quorum, JWB held an informational meeting to allow for Presentations, the CEO's Report, and Open Agenda Public Comment. No official business was transacted.

I. CALL TO ORDER

II. ACKNOWLEDGEMENT

Mrs. Ann Kovarik, 16 years of service to JWB.

III. CONSENT ITEMS

- A. Approve Board Minutes for May 10, 2018
- B. Accept Financial Report for May 2018 – **Report Added 06/12/18**
- C. Accept Finance Committee Meeting Minutes for June 5, 2018 – **Minutes Added 06/12/18**

IV. ACTION ITEM

- A. Ratify Administrative Services for Funded Agencies Request for Proposals
- B. Allocation Increase for myON[®] Reading Platform

V. PRESENTATIONS

- A. FY19 Proposed Budget – *Brian Jaruszewski, Chief Financial Officer* – **Revised 06/08/18**
- B. Teen Hunger Study – *Mecca Burns, USF Graduate Research Assistant, and Judith Warren, Chief Operating Officer* – **Revised 06/13/18**

VI. CHIEF EXECUTIVE OFFICER'S REPORT

VII. INFORMATION ITEMS

- A. Legislative Report – **Report Added 06/11/18**
- B. Early Learning Coalition Report
- C. Eckerd Connects Reports
- D. Program and Financial Monitoring Information – **Revised 06/08/18**
- E. Non-Competitive Procurement
- F. Open and Pending Solicitations
- G. Personnel Report
- H. Calendar of Events
- I. Communications and Media Report

VIII. OPEN AGENDA

The Juvenile Welfare Board 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.

IX. ADJOURN

Future Meetings of the Board

Thursday, July 12, 2018 @ 9:00 AM	JWB Board Meeting @ JWB Conference Room 191
NO BOARD MEETING IN AUGUST	
Wednesday, August 22, 2018 @ 9:00 AM	Finance Committee Meeting @ JWB Conference Room 191

ANNIVERSARIES

Laura Peele	Twenty-five Years
Richard Godfrey	Five Years
Rebecca Porzig	One Year

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

06/15/18 @ 10:45 AM



Board of Directors Meeting

June 14, 2018

Acknowledgement

Item II.

Recommended Action: Information Only

Mrs. Anne Kovarik, 16 years of service to JWB.

Staff Resource: Brian Jaruszewski



BOARD MEETING

**THURSDAY, MAY 10, 2018
 DIRECTLY FOLLOWING THE 9:00 AM
 FINANCE COMMITTEE MEETING**

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

MINUTES

I. CALL TO ORDER

Mr. Brian Aungst, Jr., Board Chair, called the meeting to order at 9:04 AM.

Attendee Name	Title	Status
Brian Aungst, Jr.	Board Chair	Present
Susan Rolston	Board Vice Chair	Present
Rick Butler	Board Secretary	Present
Bob Dillinger	Public Defender	Absent
Michael Grego	Superintendent	Present
Bernie McCabe	State Attorney	Absent
Michael Mikurak	Board Member	Present
James Millican	Board Member	Present
Patrice Moore	Sixth Judicial Court Judge	Absent
Karen Seel	Pinellas County Commissioner	Absent
James Sewell	Board Member	Present

II. ACKNOWLEDGEMENT

JWB Appreciation – *Robbin Sotelo Redd, Executive Director, Tarpon Springs Housing Authority*

Mr. Brian Aungst, Jr., Board Chair, invited Ms. Robbin Sotelo Redd, Executive Director of the Tarpon Springs Housing Authority, to address the Board. She thanked the members and JWB staff for their support of the Cops ‘n Kids program.

Ms. Redd introduced Rasool Alhasani, a Cops ‘n Kids youth participant, who also thanked the Board and explained how the homework help he receives improves his grades.

Ms. Redd then presented the Board with a tile collage as a token of appreciation.

III. CONSENT ITEMS

- A. Approve Board Minutes for March 8, 2018
- B. Accept Financial Report for March and April 2018
- C. Accept Finance Committee Meeting Minutes for April 23, 2018

Mr. Aungst asked for a motion to approve the Consent Items.

The Consent Items passed unanimously without questions or discussion.

ACTION: Dr. James Sewell moved to approve the Consent Items as presented; seconded by Mr. Michael Mikurak. No further discussion, all in favor; motion carried.

IV. ACTION ITEM

- A. Accept Fiscal Year 2017 Audited Financial Statement

Mr. Brian Jaruszewski, Chief Financial Officer, introduced Ms. Lauren Stroup, Cherry Bekaert LLP Senior Audit Manager, who presented the FY17 audit. The financial statements and compliance reports for the year ending September 30, 2017 were distributed at each Board Member's seat prior to the meeting. [See attached.]

Ms. Stroup outlined the audit process and the standards used to complete the audit. She explained JWB received an unmodified audit opinion and there were no material weaknesses in the internal controls. She said the audit included a no comment management letter and an unmodified letter of compliance with internal activities. She concluded the presentation by thanking the staff for their participation in the audit.

Mr. Aungst called for questions from the Board. There were none. He called for a motion.

ACTION: Dr. Sewell moved to Accept the Fiscal Year 2017 Audited Financial Statement as presented; seconded by Mr. Mikurak. No further discussion, all in favor; motion carried.

- B. Ratify Finance Committee Meeting Recommendations from April 23, 2018

Mr. Jaruszewski reviewed the first recommendation: Approve the reallocation of FY18 funds from the future programming budget line item.

He explained the iterative process that occurred with JWB staff and the funded program staff to support the investment of an additional \$356,187 to increase the quality of the Community Out-of-School Time (COST) programs.

It is Phase 3 of the budget reallocation process. The funds will be distributed through the current \$3,055,183 future programming line item. The annualized amount of the allocation increase will be \$794,332.

ACTION: Mr. Mikurak moved to Approve the Reallocation of FY18 Funds from the Future Programming Budget Line Item as presented; seconded by Dr. Sewell. No further discussion, all in favor; motion carried.

Mr. Aungst called for questions. There were none.

Mr. Jaruszewski read the second recommendation pertaining to the Family Services Initiative (FSI) system navigation budget amendment. He explained the operational shift within FSI to fund four navigator positions at Gulf Coast Jewish Family and Community Services, a new member to the FSI collaborative. Three positions will be funded by eliminating three vacant positions at Personal Enrichment through Mental Health Services (PEMHS) and the fourth position will be funded through the FSI pool.

There was no discussion.

ACTION: Dr. Sewell moved to Approve the Family Services Initiative (FSI) System Navigation Budget Amendment as presented; seconded by Mr. Mikurak. No further discussion, all in favor; motion carried.

C. Select September 2018 TRIM Hearing and Board Meeting Dates

Mr. Jaruszewski reviewed the five options for the September tentative and final TRIM hearings. After discussion, the committee selected Option 2: Wednesday, September 5, 2018 at 5:15 PM and Tuesday, September 18, 2018 at 5:15 PM. The regular Board meeting will begin at 3:30 PM on Wednesday, September 5, 2018.

Mr. Aungst asked for a motion. Dr. Sewell moved that the Board select Option 2 with the understanding there may be an adjustment to the dates.

ACTION: Dr. Sewell moved to select the September 2018 TRIM Hearing and Board Meeting Dates as presented; seconded by Division Chief James Millican. No further discussion, all in favor; motion carried.

D. Approve Community Council Appointments

Ms. Yaridis Garcia, Community Planning Manager, introduced the three new appointments to the Mid-County Community Council: Ms. Sofia Byard, Mr. Carlos Mercado, and Mr. Richard Rock. Each new member thanked the Board for the opportunity to serve Pinellas County children and families.

Mr. Aungst asked if there were any questions. There were none.

ACTION: Mrs. Susan Rolston moved to Approve the Community Council Appointments as presented; seconded by Dr. Sewell. No further discussion, all in favor; motion carried.

E. Approve Children's Mental Health Awareness Day Proclamation

Mr. Aungst read the proclamation to recognize May 10, 2018 as National Children's Mental Health Awareness Day. [See attached.]

There was no discussion.

ACTION: Dr. Sewell moved to Approve the Children’s Mental Health Awareness Day Proclamation as presented; seconded by Mrs. Rolston. No further discussion, all in favor; motion carried.

Dr. Sewell left the meeting at 9:30 AM after the vote.

V. PRESENTATIONS

- A. Mental Health Awareness Month – *Lynda Leedy, Chief Administrative Officer, Robin Saenger, Founding Director, Peace4Tarpon, and Mary Sharrow, Board of Directors Vice-Chair, Peace4 Tarpon*

Ms. Lynda Leedy, Chief Administrative Officer, shared a PowerPoint presentation showing statistics of children and families impacted by mental health concerns and announced that May is Children’s Mental Health Awareness Month and May 10, the day of the Board meeting, is Children’s Mental Health Awareness Day. This year’s Children’s Mental Health Awareness Day theme, as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA), is *Partnering in Health and Hope Following Trauma*. The national campaign focuses on the importance of an integrated approach to caring for the mental health needs of children, youth, and young adults and their families who have experienced trauma.

Ms. Leedy called attention to the *Much to Smile About* artwork displayed in the building. She noted that 1,200 children in 28 JWB funded programs participated by drawing pictures of what makes them happy.

Ms. Leedy reviewed other activities JWB staff are involved in including showings of *Screenagers*, a documentary exploring family struggles over social media, video games, academics, and internet addictions. Tarpon Springs High School hosted the first viewing for families. A viewing will occur in Largo in June. Another will be scheduled at a City of St. Petersburg location.

The Board asked for more information on *Screenagers*. Ms. Leedy referred members to the website: <https://www.screenagersmovie.com/>

Ms. Leedy referenced the consensus workshop held the previous week with local leadership of mental health providers to develop a plan to improve connections within the system. Staff had just received the summary report from the facilitator, Ms. Sydney Rogers.

Other activities within the community include Youth Mental Health First Aid training offered in cooperation with Pinellas County Schools, additional trauma training for professionals, and the efforts of Ms. Robin Saenger, Founding Director, Peace4Tarpon.

Ms. Saenger and Ms. Mary Sharrow, Board of Directors Vice-Chair, Peace4Tarpon, addressed the Board.

Ms. Saenger explained Tarpon Springs is the first trauma-informed city in the United States. She invited Board members to take the trauma test on the agency’s website: <https://www.peace4tarpon.org/get-your-ace-score/>

She outlined the work over the last eight years to grow and fund Peace4Tarpon, a volunteer organization. Ms. Saenger concluded her presentation by explaining that she is currently working with the Florida Department of Children and Families (DCF) to develop a Peace4Florida model.

Mr. Aungst called for questions and comments.

Dr. Michael Grego, Pinellas County Superintendent of Schools, thanked Ms. Saenger for her work and applauded their successes. He encouraged her to stay the course with its grassroots structure.

B. Thrive by Five Pinellas – *Lindsay Carson, Chief Executive Officer, Early Learning Coalition of Pinellas County, Inc.*

Ms. Lindsay Carson, Chief Executive Officer of the Early Learning Coalition of Pinellas County, Inc., announced the development of Thrive by Five Pinellas, funded through the Foundation for a Healthy St. Petersburg. She explained this work for children from birth to five years old focuses on children's physical and mental health as well as their social and communications skills, nutrition, special needs, and family support.

Using a PowerPoint presentation, Ms. Carson showed Thrive by Five Pinellas is using a collective impact model with the Early Learning Coalition of Pinellas County as the backbone organization. [See attached.] She reviewed the proposed objectives and goals of the project and listed the members of the steering committee that meets quarterly, and includes Dr. Marcie Biddleman and Dr. Michael Grego.

Ms. Carson introduced Ms. Kate Bauer-Jones, the Director of Community Impact for Thrive by Five Pinellas at the Early Learning Coalition of Pinellas County. She described the next steps for Thrive by Five Pinellas.

Mr. Aungst asked if there were any questions or comments from the Board.

Dr. Grego thanked Ms. Carson for her work.

C. Legislative Report – *Debra Prewitt, Senior Public Policy Officer*

Ms. Debra Prewitt, Senior Public Policy Officer, recapped the 2018 Florida legislative session and commented that many of the proposed bills that could have affected local government transparency were not acted on, but may reappear next session.

Ms. Prewitt alerted Board members about extensions to the agency personnel exemptions allowing personal information to be excluded from public records. She encouraged Board members to review the exemptions and notify JWB staff if any of them apply to the members or their families.

Ms. Prewitt commented on proposed federal legislation that may impact Pinellas County children, families, and JWB funded programs. This includes adding a 20-hour work requirement for parents who have children over the age of six to receive Supplemental Nutrition Assistance Program (SNAP) benefits. Ms. Prewitt added there is talk of providing monthly Harvest Boxes containing shelf-ready food to SNAP recipients. This could reduce the amount of a family's benefit.

A proposed affordable housing bill includes requiring a higher subsidized income contribution amount along with a work requirement. Ms. Prewitt surmised that changing how people qualify for affordable housing assistance could increase homelessness, and it could affect families participating in JWB funded programs.

Mr. Aungst called for questions. There were none.

Mr. Aungst said he approached the JWB leadership team and legal counsel about the possibility of funding the additional school resource officers required by Florida's Marjory Stoneman Douglas High School Public Safety Act, CS/SB 7026. He asked JWB's legal counsel, Colleen Flynn, to provide more information.

Ms. Flynn explained the Act states that a school system can contract with local law enforcement to provide additional school resource officers. JWB's Special Act prohibits funding the school system.

Ms. Prewitt added that the Safety Act was created late in the session and she sees the possibility it will be amended during the next legislative session, given the current challenge of funding the cost of the school resource officers.

Mr. Aungst said he plans to contact local legislators to encourage allowing other agencies to offer financial support to pay the salaries of the school resource officers.

Ms. Prewitt said the funding for the school resource officers is part of the Safe School Allocation Formula, which is separate money from the Guardian Program and the legislature may consider merging the two funding streams. In Florida, sovereign immunity is capped at \$300,000 per incident and that amount will be divided among the families of the 17 victims of the Marjory Stoneman Douglas High School incident. She said the legislature has a process to increase that amount via a claims bill.

Mr. Rick Butler said on Tuesday night the City of Pinellas Park council members met with the school board and council members assigned \$50K out of the city's reserves to pay for school resource officers at five Pinellas Park schools.

There were no additional comments or questions.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Dr. Biddleman recognized Dr. Chris Card, the newly appointed Chief of Community-Based Care at Eckerd Connects. She reported JWB is working with Eckerd to identify in-kind resources JWB can provide, including assistance to families through the Family Services Initiative.

Mrs. Rolston asked Dr. Card to present at an upcoming Board meeting. Dr. Card addressed the Board and thanked Dr. Biddleman and Ms. Judith Warren, Chief Operating Officer, for their partnership.

Ms. Leedy reviewed the Cooperman-Bogue Kids First Luncheon that took place on April 6, 2018 at the Hilton Carillon Park Hotel in St. Petersburg.

Mr. Mikurak encouraged staff to look for other locations to hold the event because of parking issues at the venue. He specifically mentioned his invited guest was unable to come into the luncheon because no parking was available.

Ms. Leedy said she met with the Hilton event staff and has a meeting planned with the hotel's general manager.

Dr. Biddleman announced Mr. Erik Smith of Inclusivity, LLC, is contracting with JWB as a consultant to discuss equity and diversity. Mr. Smith is reviewing JWB's policies and he will meet with staff. As part of his work plan, Mr. Smith will complete an employee satisfaction survey. Board Members are not included in the diversity discussion at this time, but if interested, they can be included at a later date.

Ms. Joyce Sparrow, Document Management Specialist, announced the Community Development Block Grant proposal, written in cooperation with partners from the Greater Ridgecrest area, has been recommended for funding. The Pinellas Board of County Commissioners will vote on the recommendation in June. If awarded, funding will be available in November. The proposal is to complete a conceptual redesign for the current Pinellas County Housing Authority building on Ulmerton Road to allow the Greater Ridgecrest partners to work together under one roof to offer services to the community.

Ms. Warren announced JWB is working with Farm Share to bring two semi-trucks loaded with shelf-ready food to Pinellas County for distribution. It was purchased by FEMA for Hurricane Irma. The food was moved from Miami to Orlando after it was unable to be delivered to families impacted by Hurricane Maria in Puerto Rico. The St. Petersburg Free Clinic is offering warehouse space to store the food until it can be distributed to various agencies serving Pinellas County families.

The Board discussed options to offer the food to the Neighborhood Family Centers (NFC), BreakSpot sites, and other Pinellas County agencies that distribute meals.

Ms. Warren assured the Board the food will be shared as widely as possible and Ms. Prewitt is organizing that effort.

Dr. Biddleman said Ms. Warren and she met with Dr. Tonjua Williams, the recently appointed president of St. Petersburg College (SPC). They began to discuss the many ways JWB can collaborate with the college. The initial idea is to assist food-insecure students. Currently, SPC administration is creating food drops on each campus to distribute non-perishable items.

Lastly, Dr. Biddleman said JWB hosted two trainings for community early childhood and youth staff offered by WEDU, the public broadcasting station serving West Central Florida. WEDU instructed the child care and youth workers on how to access free educational tools available through WEDU.

There were no further questions or comments from the Board.

VII. INFORMATION ITEMS

Mr. Aungst asked if the members wished to discuss any Information Items. He encouraged the members to read the Program Monitoring Reports included in the packet and to bring any questions to the June Board meeting.

No information items were pulled for discussion.

VIII. OPEN AGENDA

Ms. Flynn announced no public comment cards were submitted.

Mr. Butler announced the staff anniversaries for March and April.

Mr. Aungst stated the next Joint Community Council/JWB Workshop begins at 5:00-5:30 PM for meet and greet and 5:30–7:00 PM for the program.

The next Board meeting is Thursday, June 14, 2018 at 9:00 AM.

IX. ADJOURN

Mr. Aungst moved for adjournment at 10:43 AM. No further discussion, all in favor; motion carried.

Minutes Submitted by:

Rick Butler
Board Secretary
06/14/18



Juvenile Welfare Board

Investing in children. Strengthening our community.

Presentation of Audit Results by
Cherry Bekaert LLP

April 23, 2018



Cherry Bekaert^{LLP}

Your guide forward



Members of the Board
Juvenile Welfare Board of Pinellas County

Dear Members:

We have audited the financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the Juvenile Welfare Board of Pinellas County (“JWB”) as of and for the year ended September 30, 2017, and the related notes in the financial statements, which collectively comprise JWB’s basic financial statements, and have issued our report thereon dated April 5, 2018.

As required by auditing standards generally accepted in the United States of America, we are providing you with the information shown in this presentation relative to the conduct of our audit. Such information is intended for the use of management and the Members of the Board and should not be used for any other information or purposes.

CHERRY BEKAERT LLP

REPORTING ENTITY

➤ **Primary Government**

- **Juvenile Welfare Board of Pinellas County (“JWB”)**

➤ **Blended Component Unit**

- **Pinellas Core Management Services, Inc. (“PCMS”)**
 - **Reported as a special revenue fund in the financials**

AUDITOR'S REQUIRED COMMUNICATIONS (AU 380)

- **Our Responsibility under Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS) and Section 218.415 Florida Statutes**
 - Consider internal control to the extent necessary to design an effective and efficient audit approach, not for the purpose of providing assurance on internal control (GAAS, GAS)
 - Performed tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts (GAS)
 - Design and implement audit procedures based on our understanding of JWB to gain reasonable, not absolute, assurance as to the absence of material misstatements in the financial statements (GAAS)
 - Examined JWB's compliance with local investment policies (Section 218.425, Florida Statutes)
 - Opine on the financial statements based on our audit (GAAS)
- **Planned Scope and Timing of the Audit**
 - We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated August 16, 2017.

SUMMARY OF DELIVERABLES

- **Audit opinion** – (Unmodified)
- **Report on Internal Control over Financial Reporting and on Compliance** – (No material weakness in controls and no material compliance matters reported)
- **Management Letter** – (No comment)
- **Report on Compliance with Local Government Investment Policies** – (Unmodified)

KEY HIGHLIGHTS

Internal Controls – Financial Statements

Significant Transaction Cycles

- Expenditures for Goods and Services and accounts payable to agencies – Child and Family programs and other expenditures
- Payroll and Related Liabilities (Pension)
- Financial Statement Close
- Budget

Testing of Internal Controls

- Agency Program Cash Disbursements
- Payroll
- Budget

Adjusting Journal Entries

- Data Analysis Tool

IT Controls

- IT Entity Level
- Backup & Recovery
- Access & Security
- Network Security
- Program Change Management
- System Development Life Cycle

KEY HIGHLIGHTS

Audit Areas – Financial Statements

Assets and Deferred Outflows

- Cash and Investments (Fair Value Measurements)
- Revenue and Receivables
- Capital Assets

Liabilities and Deferred Inflows

- Accounts Payable and Expenses
- Accrued Expenses
- Payroll
- Pension Liabilities

Other Areas

- Net Position
- Subsequent Events
- Commitments
- Estimates
- Legal

AUDITOR'S REQUIRED COMMUNICATIONS (AU 380)

➤ Significant Accounting Policies

- JWB's significant accounting policies are described in Note 2 to the financial statements and are in accordance with accounting principles generally accepted in the United States of America and consistent with industry practices and standards.
- Adoption of, or change in, accounting policies
 - GASB 77 – *Tax Abatement Disclosures*

AUDITOR'S REQUIRED COMMUNICATION (AU 380)

- **Significant Accounting Policies (continued)**
 - **Significant accounting policy changes will be implemented in the upcoming fiscal years.**
 - GASB No. 75- Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions
 - GASB No. 80- Blending Requirements for Certain Component Units - an amendment of GASB Statement No. 14
 - **Significant or Unusual Transactions or Presentations**
 - None noted.
- **The financial statement disclosures are neutral, consistent, and clear.**

AUDITOR'S REQUIRED COMMUNICATIONS (AU 380)

- **Management Judgments and Accounting Estimates**
 - Accounting estimates are an integral part of the financial statements prepared by management and are based upon management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ from those expected. The most sensitive estimates affecting the financial statements were:
 - Management's estimate of the allowance for doubtful debt is based on management's historical knowledge regarding loan forgiveness and grants awarded.
 - Management's estimate of the useful lives of capital assets is based on management's knowledge of the historical lives of previous capital assets and the current use and capacity of capital assets.
 - Management's estimate of the OPEB liability is based on the calculation of an actuary who uses management's inputs to calculate the OPEB liability.
 - Management's estimate of pension costs are based on the calculation of an actuary who uses management's inputs to calculate the pension liability.
 - We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

AUDITOR'S REQUIRED COMMUNICATIONS (AU 380)

➤ **Corrected Misstatements**

- None

➤ **Uncorrected Misstatements**

- None

➤ **No Disagreements or Difficulties with Management**

- There were no disagreements with management on financial accounting and reporting matters that, if not satisfactorily resolved, would have caused a modification of our report on JWB's financial statements, nor were there significant difficulties in dealing with management in performing our audit.

AUDITOR'S REQUIRED COMMUNICATIONS (AU 380)

➤ No Consultations with Other Accountants

- To the best of our knowledge, management has not consulted with or obtained opinions, written or oral, from other independent accountants during the past year that were subject to the requirements of AU 625, *Reports on the Application of Accounting Principles*.

➤ Significant Issues Discussed with Management Prior to Retention

- We generally discuss a variety of matters, including business plans and strategies, the application of accounting principles and auditing standards, with management each year prior to retention as auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

➤ Material Written Communications

- We have received a representation letter that was provided to us by management.
- Management letter as required by chapter 10.550, *Rules of the Florida Auditor General*.

AUDITOR'S REQUIRED COMMUNICATIONS (AU 380)

➤ **Supplementary Information**

- Management's discussion and analysis and other required supplementary information - certain limited procedures to this information. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

This information is intended solely for the use of the Board of Directors and management of JWB and is not intended to be and should not be used by anyone other than these specified parties.

OTHER COMMUNICATIONS

- **Auditor's Judgment About the Quality of Accounting Principles**
 - Management employs an appropriate level of conservatism in applying accounting principles.

- **Fraud and Illegal Acts**
 - Inquiry of the Members of the Board, management, and others about knowledge of significant fraud or illegal acts.

- **Independence and Objectivity**
 - We are not aware of any relationship that we believe, based on current authoritative guidance, would impair our independence.

CONTACT INFORMATION

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JUVENILE WELFARE BOARD

FINANCIAL STATEMENTS AND COMPLIANCE REPORTS

As of and for the Year Ended September 30, 2017

And Reports of Independent Auditor

JUVENILE WELFARE BOARD
TABLE OF CONTENTS

REPORT OF INDEPENDENT AUDITOR 1-2

MANAGEMENT'S DISCUSSION AND ANALYSIS 3-9

BASIC FINANCIAL STATEMENTS

Government-Wide Financial Statements:

 Statement of Net Position 10

 Statement of Activities 11

Fund Financial Statements:

 Balance Sheet – Governmental Funds 12

 Reconciliation of the Balance Sheet of the Governmental Funds to
the Statement of Net Position 13

 Statement of Revenues, Expenditures, and Changes in Fund Balance –
Governmental Funds 14

 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund
Balance of the Governmental Funds to the Statement of Activities 15

 Notes to the Financial Statements 16-34

REQUIRED SUPPLEMENTARY INFORMATION

 Schedule of Revenues, Expenditures, and Changes in Fund Balance –
Budget to Actual – General Fund (Budgetary Basis) 35

 Schedule of Proportionate Share of Net Pension Liability –
Florida Retirement System Pension Plan 36

 Schedule of Contributions – Florida Retirement System 37

 Schedule of Proportionate Share of Net Pension Liability –
Health Insurance Subsidy Pension Plan 38

 Schedule of Contributions – Health Insurance Subsidy Pension Plan 39

OTHER SUPPLEMENTARY INFORMATION

 Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill 40

COMPLIANCE REPORTS

 Report of Independent Auditor on Internal Control over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards 41-42

 Independent Auditor's Management Letter 43-44

 Report of Independent Accountant on Compliance with Local Government Investment Policies 45

Report of Independent Auditor

Members of the Board
Juvenile Welfare Board of Pinellas County

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the Juvenile Welfare Board of Pinellas County ("JWB") as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise JWB's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund and the aggregate remaining fund information of JWB, as of September 30, 2017 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Prior Year Information

We have previously audited JWB's 2016 financial statements, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities, the general fund, and the aggregate remaining fund information in our report dated March 22, 2017. In our opinion, the summarized information presented herein as of and for the year ended September 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Required Supplementary Information

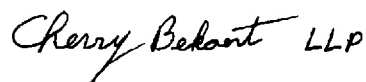
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information, as listed on the table of contents, on pages 3 through 9 and 35 through 39, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise JWB's basic financial statements. The schedule of receipts and expenditures related to the Deepwater Horizon Oil Spill, on page 40, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil Spill is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil Spill is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 5, 2018, on our consideration of JWB's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering JWB's internal control over financial reporting and compliance.

 Cherry Bekant LLP

Tampa, Florida
April 5, 2018

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2017
(UNAUDITED)

Our discussion and analysis of the financial performance of Juvenile Welfare Board ("JWB") provides an overview of the financial activities for the fiscal years ended September 30, 2017 and 2016. Please read it in conjunction with the financial statements which begin on page 10.

FINANCIAL HIGHLIGHTS

JWB's total net position increased by \$696,269 (3%). The governmental activities include the JWB General Fund and the Special Revenue Fund of Pinellas Core Management Services, Inc. ("PCMS"), a 501(c) (3) not-for-profit corporation, which is a blended component unit to JWB's governmental activities. See Note 2 to the financial statements for further discussion. PCMS totals only 0.51% of JWB's net position.

JWB's governmental activities total expenses of \$57,874,636 reflected an increase over the prior year by \$5,446,578 (10%). Total revenues increased by \$4,004,138 (7%). Property tax revenue increased \$3,973,938.

Although revenues increased less than the increase in expenditures, the General Fund still saw a net increase of \$852,308. The Special Revenue Fund, PCMS, experienced a net decrease of \$4,788, resulting from general operating expense.

The General Fund expenditures budget was unspent by \$5,984,162. This lapse resulted from \$646k in administration (not including capital outlay of \$315K), \$3.4M in children and families programming, and \$1.9M in nonoperating.

The Juvenile Welfare Board invests in partnerships, innovation and advocacy to strengthen Pinellas County children and families. JWB has identified and invests annually in four strategic focus areas: School Readiness, School Success, Prevention of Child Abuse and Neglect, and Strengthening Community. In FY 2017, JWB investments were \$9,664,099, \$14,269,889, \$20,926,444, and \$4,282,056, respectively, in these focus areas.

OVERVIEW OF THE FINANCIAL STATEMENTS

The focus of the financial statements is on JWB as a whole (government-wide) and the major individual funds allowing for comparisons and enhanced accountability. The sections are as follows: Management's Discussion and Analysis, Basic Financial Statements (Government-Wide and Fund Financial Statements) along with the Notes to the Financial Statements, and Required Supplementary Information.

Government-Wide Financial Statements

The government-wide financial statements present readers a broad overview of JWB's financial operations for the fiscal year in a manner similar to a private sector business. There is only one category, which is the governmental fund. The governmental fund includes the JWB General Fund and the PCMS Special Revenue Fund. All of JWB's basic services are considered to be governmental activities, including administration and services to children and families. Property taxes finance most of these activities. PCMS is a legally separate not-for-profit entity; however, it meets the criteria of a blended component unit with JWB, and is thus accounted for in the Special Revenue Fund of the governmental fund.

The Statement of Net Position presents information on JWB's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference being reported as net position. Over time, changes in net position (increases and decreases) may serve as a useful indicator of whether the financial position of JWB is improving or deteriorating.

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2017
(UNAUDITED)

The Statement of Activities presents the change in JWB's net position during the fiscal year. Revenues and expenses are accounted for on the accrual basis of accounting in this report. Revenues and expenses are recorded when the underlying transaction occurs. Therefore, some revenues and expenses reported will result in expenditures in future years (e.g. earned but unused vacation/sick leave). Depreciation for all capital assets is also recorded.

These two statements (Statement of Net Position and Statement of Activities) report JWB's net position and the changes thereof.

The value of Pinellas County properties increased by 7.35% for FY 2017. The adopted millage rate of .8981 yielded \$57,972,153 in total ad valorem revenues, an increase of \$3,973,938.

JWB derives nearly all of its revenues from property taxes, but does receive amounts from interest revenue as well as rental income from 2-1-1 Tampa Bay Cares for space leased in the building JWB occupies. Interest revenue has steadily increased over the last couple of years. Interest revenue increased \$164,069 or 119% over the prior fiscal year.

Fund Financial Statements

A fund is a self-balancing group of accounts used to maintain control over resources intended to be used for specific purposes. JWB uses the governmental fund. The fund financial statements focus on major funds, not JWB as a whole.

The governmental fund financial statements provide information based on current inflows and outflows of spendable resources and the balances available at the end of the fiscal year. These statements provide the detail to develop the budget or financial plan. They also allow for current budget compliance to be confirmed. A reconciliation of the governmental fund financial statements with the governmental activities included in the government-wide financial statements is provided at the end of the related financial statements to facilitate comparison. One element of the reconciliation is long-term liabilities, which are not due and payable in the current period and, therefore, are not reported in the fund financial statements. The other is capital assets used in governmental activities, which are not financial resources and not reported in the fund financial statements.

JWB uses the General Fund and the Special Revenue Fund to record governmental activities. The General Fund is used to account for all JWB financial resources, except those required to be reported in another fund. The Special Revenue Fund is used to account for the activities of PCMS.

Notes to the Financial Statements

The notes provide additional information that is important to the reader in attaining a full understanding of the data presented in the financial statements.

Other Supplementary Information

JWB adopts an annual appropriated budget for its governmental funds. The required supplementary information consists of the Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual - General Fund (Budgetary Basis); Schedule of Proportionate Share of Net Pension Liability - Florida Retirement System Pension Plan; Schedule of Contributions - Florida Retirement System; Schedule of Proportionate Share of Net Pension Liability - Health Insurance Subsidy Pension Plan; and Schedule of Contributions - Health Insurance Subsidy Pension Plan.

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
 SEPTEMBER 30, 2017
 (UNAUDITED)

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The table below reflects the condensed Statement of Net Position compared to the prior year. As of September 30, 2017, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by approximately \$24 million. This is an increase of \$696,269 over the prior year.

Juvenile Welfare Board's Net Position

	Governmental Activities	
	2017	2016
Assets:		
Current and other assets	\$ 30,337,068	\$ 28,039,084
Capital assets/long-term note receivable	3,854,290	3,935,390
Total Assets	34,191,358	31,974,474
Deferred Outflow of Resources:		
Deferred amount related to pensions	1,371,919	1,252,538
Total Deferred Outflow of Resources	1,371,919	1,252,538
Liabilities:		
Other liabilities	7,287,538	6,032,644
Long-term liabilities	4,002,255	3,806,402
Total Liabilities	11,289,793	9,839,046
Deferred Inflow of Resources:		
Deferred amount related to pensions	342,304	153,055
Total Deferred Inflow of Resources	342,304	153,055
Net Position:		
Net investment in capital assets	3,749,885	3,643,726
Unrestricted	20,181,295	19,591,185
Total Net Position	\$ 23,931,180	\$ 23,234,911

Current assets increased by \$2,297,984 in FY 2017. Receivables decreased because of the reduction in note receivable from St. Petersburg College based on the payments received during the year. The net investment in capital assets (buildings, improvements, capitalized software, and furniture and equipment) represents 16% of JWB's total net position. Capital assets increased, there were more additions than removals of furniture, equipment, and building improvements, net of depreciation for the period. Total liabilities increased by \$1,450,747 due to an increase in accounts payable and the recognition of the increase in the net pension liability of retirement plans. An increase occurred in the long-term portion of accrued absences. Net investment in capital assets is \$106,159 more than the prior year. It is reduced by leases payable and also includes the retirement and addition of equipment. The unrestricted net position increased by 3% from prior fiscal year. This results from an increase in ad valorem revenue and decrease in expenses during the fiscal year.

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
 SEPTEMBER 30, 2017
 (UNAUDITED)

The following schedule reflects the condensed Statement of Activities compared to the prior year. As of September 30, 2017, revenues exceeded expenses by \$696,269, a decrease of 67% over the prior year.

Juvenile Welfare Board's Changes in Net Position

	Governmental Activities	
	2017	2016
Revenues:		
Program Revenues:		
Charges for services	\$ 21,539	\$ 21,276
Operating grants and contributions	244,808	338,647
General Revenues:		
Property taxes	57,972,153	53,998,215
Investment income	301,729	137,660
Miscellaneous	30,676	70,969
Total Revenues	<u>58,570,905</u>	<u>54,566,767</u>
Expenses:		
Administration	7,687,492	8,177,546
Children and family programs	50,187,144	44,250,512
Total Expenses	<u>57,874,636</u>	<u>52,428,058</u>
Increase (decrease) in net assets	696,269	2,138,709
Net Position – Beginning of Year	23,234,911	21,096,202
Net Assets – End of Year	<u>\$ 23,931,180</u>	<u>\$ 23,234,911</u>

The total revenue for governmental activities increased by \$4,004,138 (or 7%) from 2016. Property taxes are the main source of income for JWB at 99% of total revenues. Investment income is the next highest source of revenue. Total expenses increased by 10% over the prior year due to the increase in expenditures in each of the four focus areas.

Governmental Activities

Property taxes remain the main revenue source for JWB. Other sources of revenue such as contributions are the next highest source of revenue, with miscellaneous revenue being the smallest percentage at .05%.

The current property tax valuation for FY 17 was \$68 billion, which is an overall increase of 7.35%, and it is currently projected that property tax revenue will continue to increase in future years.

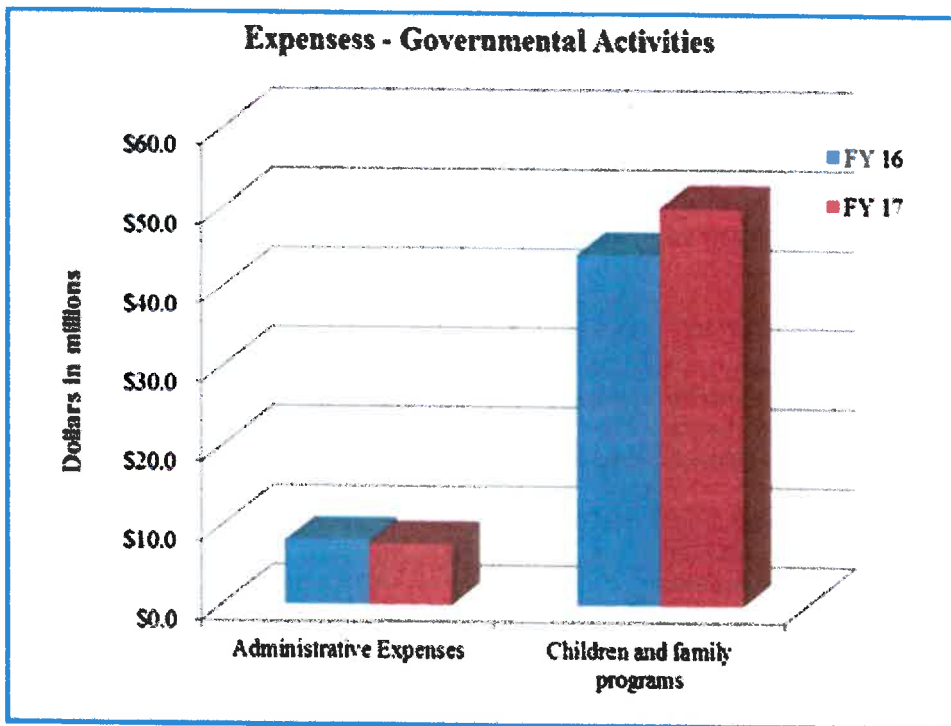
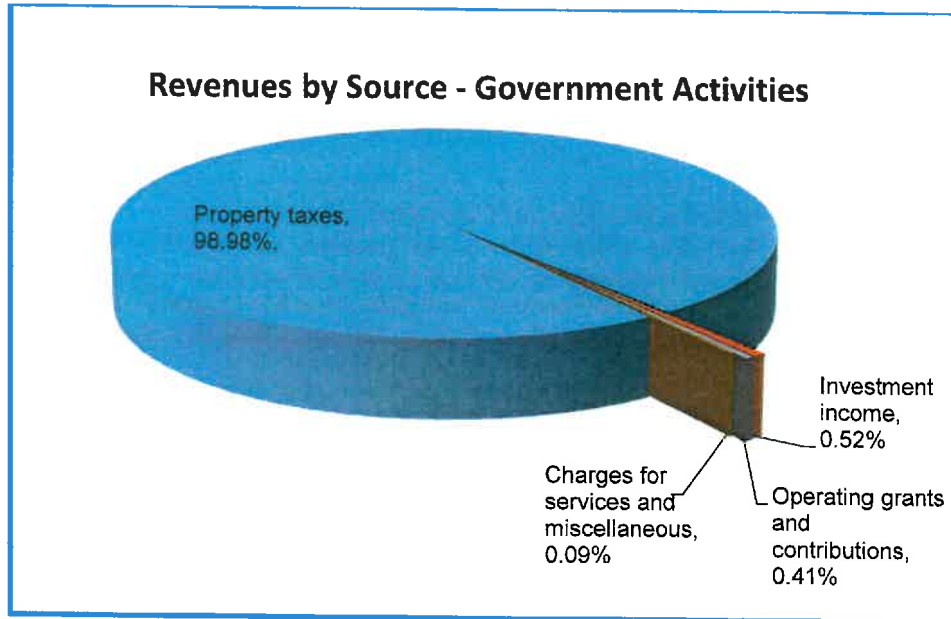
For FY 17, the budget reflects a millage rate of .8981 mills, which is the same rate as the prior year. The overall initial operating budget was \$62.5 million, an increase of 6.0% over the amended budget for FY 16.

Operating grants and contributions decreased from approximately \$339 thousand to approximately \$245k.

JWB investment revenue increased in yield from \$137,660 to \$301,729, or approximately 119%.

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
 SEPTEMBER 30, 2017
 (UNAUDITED)

The revenue sources along with expense by activity are presented in the charts below.



The total expense of the governmental activities increased by approximately \$5.4 million over the prior year.

Administrative expense decreased 6.0%, occurring from a slight decrease in administrative and technology expenditures. The children and family program expense increased by \$5,936,632.

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
 SEPTEMBER 30, 2017
 (UNAUDITED)

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

General Fund

At the end of FY 2017, JWB's General Fund balance was \$22.7 million (an increase of \$852,308). The fund balance consists of non-spendable funds in the amount of \$93,039, assigned funds in the amount of \$5,206,469, and \$17,441,632 in unassigned funds.

Special Revenue Fund (Pinellas Core Management Services, Inc.)

There is a minimal fund balance for PCMS, which originally was assumed under the transition to JWB in FY 2010. Increased revenue activity from FY 2012 requires PCMS activity to be recognized in the Special Revenue Fund (see Note 2 for further discussion). The Special Revenue Fund balance at September 30, 2017 is \$122,846. This is a reduction of \$4,788 from the prior year and is effectuated through a transfer from the General Fund.

Capital Assets

JWB's capital assets for the governmental activities are approximately \$3.76 million, net of accumulated depreciation. This represents a \$101,635 increase, net of depreciation, from September 30, 2016. The table below includes land, buildings, improvements, and equipment with the accumulated depreciation deducted.

	Governmental Activities	
	2017	2016
Capital lease - St. Petersburg College	\$ 3,169,054	\$ 3,251,909
Furniture, fixtures, and equipment	581,158	64,999
Capital lease - equipment	11,039	15,668
Work in progress - Data Analytics	-	327,040
Total	\$ 3,761,251	\$ 3,659,616

The increase in capital assets occurred from the net effect of additions and decreases in capital leases and furniture, fixtures, and equipment.

Long-Term Liability Administration

As of September 30, 2017, the Juvenile Welfare Board had \$4.0M in long-term liabilities. Of that amount \$3.6 million is the net pension liability. (See Note 8 – Long term liabilities.) The remainder is the long-term portion of both compensated balances and capital leases for equipment. The table below shows the balances of the long-term liabilities:

	Beginning Balance	Increases	Decreases	Ending Balance	Due in One Year
Compensated absences	\$ 302,468	\$ 60,904	\$ 15,669	\$ 347,703	\$ 102,482
Capital Leases - Equipment	15,890	-	4,524	11,366	4,672
Net pension liability	3,488,044	155,142	-	3,643,186	36,145
Total	\$ 3,806,402	\$ 216,046	\$ 20,193	\$ 4,002,255	\$ 143,299

JUVENILE WELFARE BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2017
(UNAUDITED)

Economic Factors

Property tax revenue continues to increase and in FY 17 JWB recognized an increase from the prior year of 7.35% and additional Ad Valorem revenue of \$4M. JWB has maintained a flat millage rate of .8981 since FY 13. Interest rates have increased over the last couple of years and two of JWB's investment accounts, Florida Prime (State Board Administration) and the Florida Local Government Investment Trust have shown significant increases and it is anticipated that they will continue to increase. As interest rates increase the corresponding yield has grown over the years as well.

JWB's Board Members always consider many factors when setting the fiscal-year budget and millage rate. One important factor in determining if an agency will be funded by JWB is does the agency fit into one of the strategic areas, school success, school readiness, prevention of child abuse and neglect, and strengthening community. Strengthening community is a fourth strategic area that was implemented in FY 17. Strengthening community overarching belief is "place matters. Each community is unique and that uniqueness must be recognized and valued. Without community input and participation, long-term solutions will not be found or successfully implemented. We must provide opportunities for groups to have their voices heard and respected". Board Members want to be sure that the services the agencies JWB is funding are making a difference in the youth served in Pinellas County.

REQUESTS FOR INFORMATION

JWB's financial statements are designed to present users (citizens, taxpayers) with a general overview. If you have questions about this report or need additional financial information, contact Juvenile Welfare Board Finance Department, 14155 58th Street North, Clearwater, FL 33760 or visit our website at: www.jwbpinellas.org.

**JUVENILE WELFARE BOARD
STATEMENT OF NET POSITION**

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

	Governmental Activities	
	2017	2016
ASSETS		
Cash and cash equivalents	\$ 16,164,293	\$ 11,436,409
Investments	13,280,215	15,798,801
Due from other governments	526,694	557,719
Due from other agencies	110,673	8,451
Receivables	5,289	8,013
Other assets	67,168	51,320
Note receivable:		
Due within one year	182,736	178,371
Due in more than one year	93,039	275,774
Capital assets, net of accumulated depreciation	3,761,251	3,659,616
Total Assets	34,191,358	31,974,474
DEFERRED OUTFLOW OF RESOURCES		
Deferred amount related to pensions	1,371,919	1,252,538
Total Deferred Outflow of Resources	1,371,919	1,252,538
LIABILITIES		
Payable to agencies	6,244,729	5,314,561
Accounts payable	884,788	443,342
Other payables	68,068	190,102
Accrued salary and benefits	89,953	84,639
Long-term liabilities:		
Due within one year	143,299	122,674
Due in more than one year	3,858,956	3,683,728
Total Liabilities	11,289,793	9,839,046
DEFERRED INFLOW OF RESOURCES		
Deferred amount related to pensions	342,304	153,055
Total Deferred Inflow of Resources	342,304	153,055
NET POSITION		
Net investment in capital assets	3,749,885	3,643,726
Unrestricted	20,181,295	19,591,185
Total Net Position	\$ 23,931,180	\$ 23,234,911

The accompanying notes to the financial statements are an integral part of these statements.

JUVENILE WELFARE BOARD
STATEMENT OF ACTIVITIES

YEAR ENDED SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Functions/programs	Expenses	Program Revenues		2017	2016
		Charges for Services	Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Position	Net (Expense) Revenue and Changes in Net Position
				Total Governmental Activities	Primary Government
Primary Government:					
Governmental activities:					
Administration	\$ 7,687,492	\$ 21,539	\$ -	\$ (7,665,953)	\$ (8,156,270)
Children and family programs	50,187,144	-	244,808	(49,942,336)	(43,911,865)
Total Primary Government	<u>\$ 57,874,636</u>	<u>\$ 21,539</u>	<u>\$ 244,808</u>	<u>(57,608,289)</u>	<u>(52,068,135)</u>
General Revenues:					
Property taxes				57,972,153	53,998,215
Investment income, net				301,729	137,660
Miscellaneous				30,676	70,969
Total General Revenues				<u>58,304,558</u>	<u>54,206,844</u>
Change in net position				696,269	2,138,709
Net position - beginning of year				23,234,911	21,096,202
Net position – end of year				<u>\$ 23,931,180</u>	<u>\$ 23,234,911</u>

The accompanying notes to the financial statements are an integral part of these statements.

JUVENILE WELFARE BOARD
BALANCE SHEET - GOVERNMENTAL FUNDS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

	Major Fund	Non-Major Fund	2017	2016
	General Fund	Special Revenue Fund		
ASSETS				
Cash and cash equivalents	\$ 16,041,447	\$ 122,846	\$ 16,164,293	\$ 11,436,409
Investments	13,280,215	-	13,280,215	15,798,801
Due from other governments	248,111	-	248,111	291,971
Due from other agencies	110,673	-	110,673	8,451
Receivables	5,289	-	5,289	8,013
Other receivables	67,168	-	67,168	51,320
Due from (to) other funds	(58,297)	58,297	-	-
Notes receivable:				
Due within one year	182,736	-	182,736	178,371
Due in more than one year	93,039	-	93,039	275,774
Total Assets	\$ 29,970,381	\$ 181,143	\$ 30,151,524	\$ 28,049,110
LIABILITIES AND FUND BALANCE				
Liabilities:				
Payable to agencies	\$ 6,244,729	\$ -	\$ 6,244,729	\$ 5,314,561
Accounts payable	826,491	58,297	884,788	443,342
Other payables	68,068	-	68,068	190,102
Accrued salary and benefits	89,953	-	89,953	84,639
Total Liabilities	7,229,241	58,297	7,287,538	6,032,644
Fund Balance:				
Non-spendable	93,039	-	93,039	275,774
Assigned	5,206,469	122,846	5,329,315	2,732,712
Unassigned	17,441,632	-	17,441,632	19,007,980
Total Fund Balance	22,741,140	122,846	22,863,986	22,016,466
Total Liabilities and Fund Balance	\$ 29,970,381	\$ 181,143	\$ 30,151,524	\$ 28,049,110

The accompanying notes to the financial statements are an integral part of these statements.

JUVENILE WELFARE BOARD

RECONCILIATION OF THE BALANCE SHEET OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION

SEPTEMBER 30, 2017

(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

	<u>2017</u>	<u>2016</u>
Amounts reported for governmental activities in the statement of net position are different because:		
Total fund balance – governmental fund	\$ 22,863,986	\$ 22,016,466
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund	3,761,251	3,659,616
Accounts receivable shown in governmental activities were not financial resources, therefore, were not reported in the governmental funds	278,583	265,748
Deferred outflows and inflows of resources related to pension are applicable to future periods and, therefore, are not reported in the funds.		
Deferred outflows of resources related to pension	1,371,919	1,252,538
Deferred inflows of resources related to pension	(342,304)	(153,055)
Some long-term liabilities that are not due and payable in the current period activities consist of:		
Capital leases	(11,366)	(15,890)
Compensated absences	(347,703)	(302,468)
Net pension liability	(3,643,186)	(3,488,044)
Net position of governmental activities	<u>\$ 23,931,180</u>	<u>\$ 23,234,911</u>

JUVENILE WELFARE BOARD
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUNDS

YEAR ENDED SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

	General Fund	Special	2017	2016
	Fund	Revenue Fund		
Revenues:				
Property taxes, net of fees	\$ 57,972,153	\$ -	\$ 57,972,153	\$ 53,998,215
Fees	21,539	-	21,539	21,276
Intergovernmental	-	-	-	53,500
Grant and contribution revenue	231,974	-	231,974	285,146
Investment income, net	301,537	192	301,729	137,660
Other	30,676	-	30,676	70,969
Total Revenues	58,557,879	192	58,558,071	54,566,766
Expenditures:				
Administration	7,208,070	-	7,208,070	7,885,626
Children and family programs	49,142,488	1,044,656	50,187,144	44,250,512
Capital outlay	315,337	-	315,337	373,192
Total Expenditures	56,665,895	1,044,656	57,710,551	52,509,330
Excess of revenues over expenditures	1,891,984	(1,044,464)	847,520	2,057,436
Other Financing Sources:				
Transfers in (out)	(1,039,676)	1,039,676	-	-
Capital lease	-	-	-	12,834
Total Other Financing Sources	(1,039,676)	1,039,676	-	12,834
Excess of revenues over expenditures and other sources	852,308	(4,788)	847,520	2,070,270
Fund balance – beginning of year	21,888,832	127,634	22,016,466	19,946,196
Fund balance – end of year	\$ 22,741,140	\$ 122,846	\$ 22,863,986	\$ 22,016,466

The accompanying notes to the financial statements are an integral part of these statements.

JUVENILE WELFARE BOARD

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED SEPTEMBER 30, 2017

(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

	<u>2017</u>	<u>2016</u>
Amounts reported for governmental activities in the statement of net position are different because:		
Net change in fund balance	\$ 847,520	\$ 2,070,270
Capital outlays are reported as expenditures in the General Fund. However, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense in the statement of activities. In the current period, these amounts are:		
Capital outlay	315,336	373,192
Depreciation expense	(213,701)	(152,777)
Loss on disposal of capital assets	-	(680)
Revenues shown in governmental activities were not financial resources and, therefore, were not reported in the governmental funds.	12,835	(1)
The issuance of long-term debt (capital leases) provides current financial resources to governmental funds, while the repayment of the principle of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.	-	(12,834)
Certain expenses reported in the statement of activities do not require use of current financial resources and therefore is not reported as an expenditure in the General Fund. In the current period these amounts are:		
Compensated absences	(45,235)	11,957
Lease expense	4,524	11,207
Pension expense	(225,010)	(161,627)
Change in net position in governmental activities	<u>\$ 696,269</u>	<u>\$ 2,138,709</u>

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 1—Organization

The Juvenile Welfare Board of Pinellas County, Florida (the "Juvenile Welfare Board" or "JWB") was established by Legislature through Chapter 23.483 Special Acts of 1945, and codified in the Laws of Florida Chapter 2003- 320. The Juvenile Welfare Board invests in partnerships, innovation, and advocacy to strengthen Pinellas County children and families.

On January 1, 2010, JWB became the governing board of Pinellas Core Management Services, Inc. ("PCMS"), a 501(c) (3) not-for-profit entity. PCMS receives and administers federal, state and local grants, and other funds and administers programs or pass through funding to other 501(c)(3) organizations in the core service areas of parent support and skills training; family literacy services, economic development activities, child development activities, outreach and other activities to benefit low-income families and children in Pinellas County, Florida.

Note 2—Summary of significant accounting policies and practices

The accounting policies and practices of the Juvenile Welfare Board conform to accounting principles generally accepted in the United States of America applicable to governmental units. The following is a summary of the more significant policies and practices:

Reporting Entity and Its Operations – The financial reporting entity consists of the primary government and any organizations for which the primary government is financially accountable in accordance with the provisions of Statement No. 61 of the Governmental Accounting Standards Board ("GASB"), *The Financial Reporting Entity: Omnibus – an Amendment of GASB Statements No. 14 and No. 34* (the "Statement"). Component units are defined by the Statement as legally separate organizations for which the elected officials of the primary government appoint the majority of the organization's board and in which a financial benefit and burden relationship between the primary government and the organization exist. There is one component unit included in the JWB reporting entity, PCMS.

PCMS is a separate 501(c)(3) not-for-profit corporation, which is reported as a blended component unit, specifically a special revenue fund, of JWB. The governing body of PCMS is substantively the same as the governing body of the primary government. PCMS provides services entirely, or almost entirely, to the benefit of JWB even though it does not provide services directly to it. JWB management retains the operational responsibility of PCMS activities.

The Juvenile Welfare Board is an independent taxing entity governed by an eleven-member board. Five members are appointed by statute, and six are appointed by the Governor of Florida. JWB has complete authority to hire management and all other employees. It is empowered by Florida Statute to levy ad valorem taxes against property tax owners in Pinellas County and is independent of the County. JWB is a primary government and is not a component unit of the County.

Basis of Presentation – The basic financial statements include certain prior-year summarized information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with JWB's financial statements for the year ended September 30, 2016, from which the summarized information was derived.

Government-wide Financial Statements – The statement of net position and the statement of activities report information on the primary government. Eliminations have been made to reduce the effect of inter-fund activities. These statements distinguish between governmental activities, normally financed through taxes, intergovernmental revenues and other non-exchange activities.

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 2—Summary of significant accounting policies and practices (continued)

The statement of activities presents comparison of direct expenses and program revenues for each function of JWB's governmental activities. Direct expenses are those associated with a specific function or program. Program revenues include: (1) charges for services paid to JWB for goods or services and (2) contributions for the support of a particular program. General revenues include property taxes and other revenue not classified as program revenue.

Fund Financial Statements – The fund financial statements provide information about all of JWB's funds. A separate financial statement is presented for the governmental category. Separate columns are presented for each major individual governmental fund.

The General Fund is the general operating fund of JWB and is used to account for all of its financial resources and operating activities. The Special Revenue Fund is the general operating fund of PCMS.

Measurement Focus and Basis of Accounting – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned, and expenses are recognized when incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the fiscal year for which taxes are levied.

Governmental fund financial statements are accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. JWB uses the modified accrual basis of accounting for their General and Special Revenue Funds. Under the modified accrual basis of accounting, revenue is recognized when measurable and available. Revenues are considered available when they are collected within the current period or within 60 days after year-end. Expenditures are recorded when the fund liability is incurred, except for compensated absences that are recognized when due.

Unearned revenue occurs when assets are recognized before revenue recognition has been satisfied. JWB recognizes revenue when all eligibility requirements are met.

Budget Process and Legal Compliance – JWB uses the following procedures in establishing the budgetary data reflected in the financial statements:

- Before August 1, the Executive Director submits to the Board a proposed departmental and program budget for the fiscal year commencing October 1. The budget includes proposed expenditures and the means of financing them. There is a separately issued budget report used for the budgetary control process.
- Two formal public hearings are held to obtain taxpayers' comments.
- *Florida Statutes*, Chapters 120 and 200 govern the preparation, adoption, and administration of JWB's annual budget.
- Before October 1, the budget is legally enacted through passage of a resolution by the Board and delivered to the Board of County Commissioners of Pinellas County.
- Budgetary control is maintained at the program level. The Executive Director or designee is authorized to transfer any unencumbered appropriated balance or portion thereof between general classifications of expenditures within a program.
- The Board may, by resolution, accept a receipt from a source not anticipated, and transfer from contingency or an appropriated balance or portion thereof to a program.
- The annual budget serves as the legal authorization for expenditures. All unexpended appropriations lapse at fiscal year-end.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 2—Summary of significant accounting policies and practices (continued)

- The budget presented for General Fund in these financial statements has been prepared on the modified accrual basis of accounting. Expenditures for Tax Collector and Property Appraiser fees are budgeted as non-operating but for financial statement purposes are offset against the related property tax revenues.
- Supplemental budget appropriations are sometimes necessary during the year. Board action authorizes any increases during a fiscal year.

PCMS has no legal requirement to adopt a budget and, therefore, the requirement to present budget information is eliminated.

Cash and Cash Equivalents and Investments – Cash and equivalents are defined as short-term, highly liquid debt instruments that are both readily convertible to known amounts of cash and have original maturities of three months or less. JWB’s investment strategy 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 JWB and which conform to all state statutes governing the investment of public funds. Earnings are recorded as interest income and all investments are stated at fair value.

Other Assets – Other assets reflect payments to vendors for costs applicable to future accounting periods. They are reported as they are consumed.

Capital Assets – Capital assets include buildings, improvements, capitalized software, and furniture fixtures and equipment and are reported in the governmental activities of the government-wide financial statements. As per Florida Statutes, assets are capitalized at cost where historical records are available and at an estimated historical cost where no historical records exist. Gifts or contributions are recorded at acquisition value at the date of donation. Capital assets greater than \$1,000 are tracked and recorded in a fixed asset system.

Maintenance, repairs and minor renovations are not capitalized. Expenditures that materially increase values or extend useful lives are capitalized. Depreciation is provided using the straight-line method over the following estimated lives:

<u>Property Classification</u>	<u>Estimated Useful Life</u>
Buildings	40 years
Improvements	Remaining life of the building
Capitalized software	5 years
Furniture, fixtures, and equipment	3-7 years

Depreciation expense is included in the government-wide financial statements.

Liabilities – It is JWB’s policy to permit employees to accumulate a limited amount of earned but unused vacation and sick-pay benefits, which will be paid to employees upon separation from JWB service. The General Fund records expenditures for compensated absences as they become due and payable. The estimated liability for all accrued vacation and sick leave benefits is recorded in the government-wide financial statements.

JWB possesses capital leases for equipment. The General Fund records expenditures for the leases as they become due and payable. The estimated liability for all leases is recorded in the government-wide financial statements.

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 2—Summary of significant accounting policies and practices (continued)

Deferred Outflows/Inflows of Resources – In addition to assets, the statement of net position reports a separate section for deferred outflow of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. JWB has one item that qualifies for reporting in this category, which is related to pensions.

In addition to liabilities, the statement of net position reports a separate section for deferred inflow of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. JWB has one item that qualifies for reporting in this category, which is related to pensions.

Pensions – In the government-wide statement of net position, pension liabilities are recognized for JWB's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the Florida Retirement System ("FRS") defined benefit plan and the Health Insurance Subsidy ("HIS") defined benefit plan and additions to/deductions from the FRS's and the HIS's fiduciary net position have been determined on the same basis as they are reported by the FRS and HIS plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Fund Balance – Designations of General Fund balances represent 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.

Non-spendable includes amounts that cannot be spent because they are either not in spendable form or are legally or contractually bound. **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. **Committed** consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of JWB. **Assigned** consists of amounts that are constrained by JWB's intent to be used for specific purposes, but are neither restricted nor committed. Assigning fund balance is expressed by JWB Board or the Chief Executive Officer as established in the Board's Policy. **Unassigned** represents amounts that have not been restricted, committed, or assigned to specific purposes within the General Fund.

JWB fund balance policy creates an emergency reserve to be maintained at a minimum of two months of the budgeted operating expenditures of the immediate succeeding fiscal year for any unexpected emergency events. The maximum calculated reserve of \$10,159,374 is part of the unassigned fund balance at year-end.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted funds are considered to be spent first. When expenditures are incurred for which committed, assigned, or unassigned fund balances are available, amounts are spent first out of committed funds, then assigned funds and, finally, unassigned funds unless the Board has provided otherwise in its committed or assignment actions.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 2—Summary of significant accounting policies and practices (continued)

Net Position – The net position of the government-wide funds is categorized as net investment in capital assets, which is reduced by accumulated depreciation and any outstanding balances of any borrowing for an acquisition. The net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation or through external restrictions imposed by grantors or laws or regulations of other governments. The balance of the net position is reported as unrestricted. In order to report net position as restricted and unrestricted in the government-wide financial statements, the restricted net position would first be used before using unrestricted net position.

Program Revenues – Amounts reported include grants for various programs and contributions.

Property Taxes – Florida laws restrict millage rate increases that a government may levy. There are multiple exemptions for most homeowners, a 4% discount is also allowed if the taxes are paid in November, with the discount declining by one percentage point each month thereafter. Taxes become delinquent April 1 of each year. Delinquent property tax certificates are sold to the public beginning June 1, at which time a lien attaches to the property. By fiscal year-end, virtually all property taxes are collected either directly or through tax certificate sales. Property tax revenues are recorded based on the amount of receipts reported by the Pinellas County Tax Collector.

Use of Estimates – Management of JWB has made certain estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in accordance with accounting principles generally accepted in the United States of America. Actual results could differ from those estimates.

Compensated Absences – Employees are granted a specific number of paid vacation and sick leave days. They are permitted to accumulate a maximum of 240 hours of vacation. Sick leave can be accumulated to a maximum of 520 hours, but are only reimbursed for a percentage of unused sick leave upon retirement or separation. The costs of vacation and sick leave benefits are budgeted and expended in the General Fund when payments are made.

Leases – JWB has entered into several lease agreements for copier equipment and for building improvements, which have been determined to be capital leases. The costs of the leases are budgeted and expended in the General Fund when payments are made.

Note 3—Cash and cash equivalents

The bank and book balances were as follows at September 30, 2017:

Deposits with commercial banks (book balance)	\$ 4,975,466
Money market	11,188,227
Petty cash	600
Book balance	<u>\$ 16,164,293</u>
Bank balance of deposits in commercial banks	<u>\$ 16,313,524</u>

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 3—Cash and cash equivalents (continued)

Deposits are maintained with commercial banks, which are organized under the laws of the State of Florida and the laws of the United States, and are insured by the Federal Deposit Insurance Corporation to legal limits. Under Florida Statutes Chapter 280, Florida Security for Public Deposits Act, the State Treasurer requires all Florida Qualified Public Depositories ("QPD") to deposit eligible collateral with the Treasurer or another banking institution. In the event of a failure of one of the institutions holding public funds, the remaining public depositories would be responsible for covering any losses. JWB's bank balances are held in QPDs.

At September 30, 2017, JWB investments include short-term investments in two money market accounts which are recorded at amortized cost. The BB&T Money Market Fund and Regions Trust Cash Sweep fund yield rates as of that date were .15% and .68%, respectively. Earnings from money market accounts are maintained in the General Fund. JWB maintains a cash sweep account for the checking accounts of the governmental funds. The deposits at year end are considered insured and collateralized for custodial credit risk purposes.

Note 4—Investments

The investment policy, as adopted in 1995, authorizes the Chief Financial Officer or designee as the Investment Officer of JWB and is responsible for investment of surplus funds in accordance with Section 218.415, Florida Statutes. The investment policy was revised in February 2002, December 2006, February 2008, November 2009, September 2012, and again in September 2013. The investment policy formally established guidelines and authorized JWB to invest in the following: Florida Local Government Surplus Funds Trust Fund, any intergovernmental investment pool authorized pursuant to the Florida Inter-local Cooperation Act of 1969, U.S. Treasury Obligations, U.S. Federal Agency Obligations, U.S. Government-sponsored Enterprises, Non-Negotiable Interest Bearing Savings Accounts, Demand Deposit Accounts, Time Certificates of Deposit, Repurchase Agreements, Commercial Paper, and Money Market Funds.

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

- Net Asset Value ("NAV") - Investment in Florida Local Government Investment Trust ("FLGIT") represents \$8,278,958 in pooled investment programs. No specific investments are assigned to JWB, rather the value of JWB's investment is equal to the total fund net asset value times the number of units as a percentage of total units outstanding. Any dividends or interest of the programs are reinvested. FLGIT has a Standard & Poor's rating of AAAM at September 30, 2017 and is recorded at NAV. There are no withdraw restrictions or unfunded commitments related to this investment as of September 30, 2017.
- Amortized Cost - Florida PRIME is a 2a7-like pool, which is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate as a qualified external investment pool. Thus, this pool operates essentially as a money market fund. Florida PRIME has a Standard & Poor's rating of AAAM at September 30, 2017 and is recorded at amortized cost.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 4—Investments (continued)

At September 30, 2017, JWB had the following investments:

	<u>Maturities</u>	<u>Fair Value</u>	<u>Percentage</u>
Investments measured at the NAV:			
Florida Local Government Investment Trust (FLGIT)	45 Day Average	\$ 8,278,958	33.9%
		<u>8,278,958</u>	<u>33.9%</u>
Investments measured at amortized cost:			
Florida State Board of Administration (PRIME)	51 Day Average	5,001,257	20.4%
Money Market	N/A	11,188,227 *	45.7%
Total		<u>\$ 24,468,442</u>	<u>100%</u>

*Investment is reported as cash equivalents on the accompanying statement of net position

At fiscal year-end, JWB had \$5,001,257 invested in the State Board of Administration ("SBA") in an account titled Florida PRIME. The PRIME fund's yield rate as of September 30, 2017 was 1.36%.

The FLGIT investment is a money market product created in January 2009 to provide a fiscally conservative diversification option for Florida local governments. The fund is governed by the same board and advisory committee that oversee the Investment Trust. The fund features same day transactions.

Custodial Credit Risk – Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debts. The risk is usually measured by the assignment of a rating by a nationally recognized statistical rating organization. JWB's investment policy stipulates that all investments are acquired in accordance with the rules of the Department of Insurance Division of Treasury which establishes procedures for the administration of the *Florida Security for Deposits Act*, which is encompassed in Chapter 280, Florida Statutes. JWB's investment policy lists the authorized investment types as well as the minimum allowable credit rating for each investment type. Investments in money market funds must have a rating of AAAM or AAAg from Standard & Poors or better at the time of purchase.

The Florida PRIME and FLGIT are rated by Standard & Poors. The current rating for each is AAAM. These ratings are the highest creditworthiness rates given by the national agencies. In addition, investments into all these funds are within the SEC Rule 2a-7 guideline.

Interest Rate Risk – To maintain liquidity and limit exposure to fair value losses, JWB's investment policy limits operating funds to maturities of three years or less. JWB currently does not have material investment balances with long-term maturities that may be subject to significant fair value losses arising from increasing interest rates. Investments are expected to be prudent and to minimize default risk.

The weighted average days to maturity ("WAM") of the Florida PRIME at September 30, 2017 is 51 days. Next interest rate reset dates for floating rate securities are used in the calculation of the WAM.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 4—Investments (continued)

The WAM of the FLGIT is 45 days. The portfolio is extremely liquid with the majority of the investments in U.S. Government Securities (U.S. Treasuries, agencies, and repos) with the remainder in short-term corporate bonds, commercial paper, and certificates of deposit.

Concentration Risk – JWB's investment policy establishes guidelines for the maximum limit for diversification as follows: the local government surplus funds Trust Fund or any intergovernmental investment pool, 75%; U.S. Treasury Obligations, 75%; U.S. Federal Agency Obligations, 75%; U.S. Government-sponsored Enterprises, 75%; Non-Negotiable Interest Bearing Savings Accounts, Demand Deposit Accounts or Time Certificates of Deposit, 100%; Repurchase Agreements, 50%; Commercial Paper, 50%; and Money Market Funds, 75%. As of September 30, 2017, all JWB investments were in compliance with JWB's investment policy and did not exceed portfolio allocation.

Note 5—Interfund balances and transfers

Interfund balances in receivables and payables relate to the General Fund cash accounts receiving income and paying expenditures on behalf of the Special Revenue Fund. At fiscal year-end, there was \$58,297 in interfund receivables and payables.

Interfund transfers include amounts transferred from the General Fund to the Special Revenue Fund for the activities of the fund. As of September 30, 2017, there was \$1,039,676 in interfund revenue and expenditures.

Note 6—Note receivable

In March 2011, JWB completed the sale of the Pinellas Park Building. The building was sold directly to a third party at a market price of \$2,500,000, with JWB providing a private interest-free mortgage over eight years. JWB imputed the interest on the mortgage receivable to be 2.42%.

The principle and imputed interest of the mortgage is receivable in the following amounts:

<u>Fiscal Years Ending September 30,</u>	<u>Principle</u>	<u>Imputed Interest</u>	<u>Total</u>
2018	\$ 182,736	\$ 5,034	\$ 187,770
2019	93,039	847	93,886
	<u>\$ 275,775</u>	<u>\$ 5,881</u>	<u>\$ 281,656</u>

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 7—Capital assets

JWB entered into a lease agreement with St. Petersburg College (the "College") whereby JWB leases a building for administrative office space. The lease term is for 99 years, which commenced in December 2008 upon occupancy. JWB paid \$3,800,240 to the St. Petersburg College Foundation (the "Foundation"), which was used for the modifications and improvements to the leased premises. During the fiscal year ended September 30, 2012, JWB paid \$231,247 for further improvements. During the fiscal year ended September 30, 2017, JWB paid \$18,289 for further improvements. These amounts capitalized are being amortized over the life of the leasehold improvements, which is approximately 36 years.

Capital asset activity for the year ended September 30, 2017 was as follows:

	Governmental Activities			
	October 1, 2016	Additions and Transfers In	Disposals and Transfers Out	September 30, 2017
Capital assets being depreciated:				
Furniture, fixtures, and equipment	\$ 599,948	\$624,087	\$ 161,883	\$ 1,062,152
Capital lease - equipment	20,290	-	-	20,290
Capital lease - St. Petersburg College	4,013,683	18,289	-	4,031,972
Work in progress - Data Analytics	327,040	-	327,040	-
Total capital assets	<u>4,960,961</u>	<u>642,376</u>	<u>488,923</u>	<u>5,114,414</u>
Less accumulated depreciation:				
Furniture, fixtures, and equipment	534,949	\$107,928	161,883	480,994
Capital lease - equipment	4,622	4,629	-	9,251
Capital lease - St. Petersburg College	761,774	101,144	-	862,918
Total accumulated depreciation	<u>1,301,345</u>	<u>213,701</u>	<u>161,883</u>	<u>1,353,163</u>
Capital assets, net	<u>\$ 3,659,616</u>	<u>\$ 428,675</u>	<u>\$ 327,040</u>	<u>\$ 3,761,251</u>

Depreciation was charged to the following functions:

General government	
Administration	<u>\$ 213,701</u>

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 8—Long-term liabilities

As a benefit, JWB offers annual leave, sick leave, and pension plans to its employees. JWB has entered into several lease agreements for copier equipment, which have been determined to be capital leases.

The following is a schedule of changes in long-term liabilities for fiscal year ended September 30, 2017.

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due in One Year</u>
Compensated absences	\$ 302,468	\$ 60,904	\$ 15,669	\$ 347,703	\$ 102,482
Capital Leases - Equipment	15,890	-	4,524	11,366	4,672
Net pension liability	3,488,044	155,142	-	3,643,186	36,145
Total	<u>\$ 3,806,402</u>	<u>\$ 216,046</u>	<u>\$ 20,193</u>	<u>\$ 4,002,255</u>	<u>\$ 143,299</u>

The future minimum lease obligations and the net present value of the capital leases of September 30, 2017, were as follows:

Years Ending September 30,

2018	\$ 5,005
2019	4,618
2020	2,306
Total minimum lease payments	11,929
Less: amount representing interest	(563)
Present value of minimum lease payments	<u>\$ 11,366</u>

Note 9—Property tax revenue

JWB is a special taxing district, which is authorized to levy an ad valorem tax. The millage rate shall not exceed \$1.00 for each \$1,000 of assessed valuation of all properties within Pinellas County. For the year ended September 30, 2017, a rate of 0.8981 mills was assessed.

Property taxes attach an enforceable lien on property as of April 1. Property taxes are levied on October 1 and become payable on November 1 of each year. A declining discount is allowed when taxes are paid during the following months: November -4%, December -3%, January -2%, and February -1%. Taxes become delinquent on April 1 of each year and tax certificates, for the full amount of any unpaid taxes, must be sold no later than June 1 of each year. The Pinellas County Property Appraiser and the Pinellas County Tax Collector administer the assessment and collection of taxes. The assessed value upon which the fiscal year 2017 levy was based was \$68 billion. There was an amount of \$392,783 of property taxes receivable from the Tax Collector at September 30, 2017.

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 10—Risk management

JWB is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters. JWB purchases commercial insurance for general liability, workers compensation, and health insurance. There have been no significant reductions in insurance coverage and settled amounts have not exceeded insurance coverage for the past three years.

Note 11—Retirement

Florida Retirement System

General Information – All of JWB's employees participate in the FRS. As provided by Chapters 121 and 112, Florida Statutes, the FRS provides two cost-sharing, multiple-employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan ("Pension Plan") and the Retiree Health Insurance Subsidy ("HIS Plan"). Under Section 121.4501, Florida Statutes, the FRS also provides a defined contribution plan ("Investment Plan") alternative to the FRS Pension Plan, which is administered by the SBA. As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, FL 32315-9000, or from the Website: www.dms.myflorida.com/workforce_operations/retirement/publications.

Plan Description – The FRS Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program ("DROP") for eligible employees.

Benefits Provided – Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service, or 30 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service, or 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service, or 30 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers class members who retire at or after age 62 with at least six years of credited service or 30 years of service, regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

For Pension Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65, or 33 years of service regardless of age, for Regular, Senior Management Service, and Elected Officers class members, and to age 60, or 30 years of service regardless of age, for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3% per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3% determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3%. Pension Plan members initially enrolled on or after July 1, 2011 will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions – Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute 3% of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017, respectively, were as follows: Regular--7.52% and 7.92%; Special Risk Administrative Support--28.06% and 34.63%; Special Risk--22.57% and 23.27%; Senior Management Service--21.77% and 22.71%; Elected Officers--42.47% and 39.64%; and DROP participants--12.99% and 13.26%. These employer contribution rates include a 1.66% HIS Plan subsidy for the periods October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017.

JWB's contributions to the Pension Plan totaled \$205,697 for the fiscal year ended September 30, 2017.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions – At September 30, 2017, JWB reported a liability of \$2,357,887 for its proportionate share of the net pension liability as of September 30, 2017. The net pension liability for each fiscal year was measured as of June 30, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation in each year as of July 1. JWB's proportionate share of the net pension liability was based on JWB's contributions relative to the same fiscal year contributions of all participating members of the Board. At September 30, 2017, JWB's proportionate share was 0.007971402% which was a decrease of 0.00003146% from its proportionate share of 0.008002863% measured as of September 30, 2016.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

For the fiscal year ended September 30, 2017, JWB recognized pension expense of \$201,061. In addition, JWB reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 216,397	\$ 13,061
Change of assumptions	792,417	-
Net difference between projected and actual earnings on Pension Plan investments	-	58,434
Changes in proportion and differences between JWB's Pension Plan contribution and proportionate share of contributions	86,198	95,934
JWB's Pension Plan contribution subsequent to the measurement date	64,396	-
Total	<u>\$ 1,159,408</u>	<u>\$ 167,429</u>

The deferred outflows of resources related to the Pension Plan, totaling \$64,396 resulting from JWB's contributions to the Pension Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

<u>Fiscal Years Ending September 30,</u>	<u>Amount</u>
2018	\$ 120,823
2019	323,660
2020	225,846
2021	44,935
2022	155,604
Thereafter	56,715

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

Actuarial Assumptions – The total pension liability in the July 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary increases	3.25%, average, including inflation
Investment rate of return	7.10%, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB, tables.

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1.0%	3.0%	3.0%	1.7%
Fixed income	18.0%	4.5%	4.4%	4.2%
Global equity	53.0%	7.8%	6.6%	17.0%
Real estate	10.0%	6.6%	5.9%	12.8%
Private equity	6.0%	11.5%	7.8%	30.0%
Strategic investments	12.0%	6.1%	5.6%	9.7%
	<u>100.0%</u>			
Assumed Inflation-Mean		2.6%		1.9%

(1) As outlined in the Pension Plan's investment policy

Discount Rate – The discount rate used to measure the total pension liability was 7.10%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

Sensitivity of JWB's Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the County's proportionate share of the net pension liability calculated using the discount rate of 7.10%, as well as what JWB's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.10%) or one percentage point higher (8.10%) than the current rate:

	1% Decrease 6.10%	Current Discount Rate 7.10%	1% Decrease 8.10%
JWB's proportionate share of the net pension liability	\$ 4,267,633	\$ 2,357,887	\$ 772,360

Pension Plan Fiduciary Net Position – Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan – At September 30, 2017, JWB reported no payables for the outstanding amount of contributions to the Pension Plan required for the fiscal year ended September 30, 2017.

HIS Pension Plan

Plan Description – The HIS Plan is a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided – For the fiscal year ended September 30, 2017, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2017, the HIS contribution for the period October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017 was 1.66%, respectively. JWB contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

JWB's contributions to the HIS Plan totaled \$64,936 for the fiscal year ended September 30, 2017.

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions – At September 30, 2017, JWB reported a net pension liability of \$1,285,299 for its proportionate share of the HIS Plan’s net pension liability. The net pension liability for each fiscal year was measured as of June 30, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation in each year as of July 1. JWB’s proportionate share of the net pension liability was based on JWB’s contributions relative to the same fiscal year contributions of all participating members of the Board. At September 30, 2017, JWB’s proportionate share was 0.012020609% which was a decrease of 0.000569414% from its proportionate share of 0.012590023% measured as of September 30, 2016.

For the fiscal year ended September 30, 2017, JWB recognized pension expense of \$23,949. In addition, JWB reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 2,676
Change of assumptions	180,669	111,141
Net difference between projected and actual earnings on Pension Plan investments	713	-
Changes in proportion and differences between JWB’s Pension Plan contribution and proportionate share of contributions	13,170	61,058
JWB’s Pension Plan contribution subsequent to the measurement date	17,959	-
Total	<u>\$ 212,511</u>	<u>\$ 174,875</u>

The deferred outflows of resources related to the HIS Plan, totaling \$17,959 resulting from JWB’s contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

<u>Fiscal Years Ending September 30,</u>	<u>Amount</u>
2018	\$ 14,411
2019	14,277
2020	14,212
2021	8,990
2022	(483)
Thereafter	(31,730)

JUVENILE WELFARE BOARD
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

Actuarial Assumptions – The total pension liability in the July 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary increases	3.25%, average, including inflation
Investment rate of return	3.58%

Mortality rates were based on the Generational RP-2000 with Projected Scale BB, tables.

The HIS program is funded on a pay-as-you go bases, as such, no experience study has been completed for that program.

Discount Rate – The discount rate used to measure the total pension liability was 3.58%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of JWB's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents JWB's proportionate share of the net pension liability calculated using the discount rate of 3.58%, as well as what JWB's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (2.58%) or one percentage point higher (4.58%) than the current rate:

	1% Decrease	Current	1% Increase
	2.58%	Rate	4.58%
	2.58%	3.58%	4.58%
JWB's proportionate share of the net pension liability	\$ 1,466,696	\$ 1,285,299	\$ 1,134,205

HIS Plan Fiduciary Net Position – Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

Payables to the HIS Plan – At September 30, 2017, JWB reported no payables for the outstanding amount of contributions to the HIS Plan.

Investment Plan – The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 11—Retirement (continued)

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. JWB employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.) as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06% of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2016-17 fiscal year, as established by Section 121.72, Florida Statutes, are based on a percentage of gross compensation, by class, as follows: Regular class--5.80%, Special Risk Administrative Support class--26.34%, Special Risk class--20.85%, Senior Management Service class-- 20.05%, and County Elected Officers class--40.75%.

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06% of payroll and by forfeited benefits of Investment Plan members. For the fiscal year ended September 30, 2017, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to JWB.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

JWB's Investment Plan pension expense totaled \$84,847 for the fiscal year ended September 30, 2017.

Note 12—Fund balance

Non-spendable - amounts that are not in spendable form or are legally or contractually required to be maintained intact. The long term amount of notes receivable are considered to not be in spendable form for JWB. The amount of \$93,039 is non-spendable since it is not expected to be converted to cash.

Restricted – amounts that are constrained to specific purposes by external providers, imposed by law through constitutional provisions or by enabling legislation. JWB does not have any restricted fund balance.

JUVENILE WELFARE BOARD

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2017
(WITH SUMMARIZED FINANCIAL INFORMATION FOR 2016)

Note 12—Fund balance (continued)

Committed – amounts that are constrained to specific purposes by formal action of JWB Board. JWB has no committed fund balance at September 30, 2017.

Assigned – amounts JWB intends to use for a specific purpose but are neither restricted nor committed. JWB has no assigned fund balance.

- 1) The fiscal 2017 Budget Resolution by the Board in September 2017 appropriated the amount of \$5,200,151 from the fiscal 2017 year fund balance for expenditures authorized in excess of anticipated revenue during fiscal year 2018.
- 2) The H. Browning Spence Education Award was created in memory of the former JWB Deputy Director and dedicated to providing support to children transitioning from foster care at age 18. In 2013, the Board voted that contributions be recognized as assigned in the General Fund balance for purposes of the H. Browning Spence Education Award Fund. As of September 30, 2017, the amount assigned is \$6,318.
- 3) PCMS receives and administers federal, state and local grants and other funds. The net position is assigned.

Unassigned – amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General Fund. The Board adopted a fund balance policy for unanticipated emergencies and cash flow of approximately two months of the budgeted expenditures. This minimum amount is \$10,159,374. The remaining unassigned fund balance \$7,282,258.

Note 13—Implementation of new pronouncements

In August, 2015, the GASB issued statement No. 77, *Tax Abatement Disclosures*. This Statement requires governments that enter into tax abatement agreements to disclose certain information about those agreements. For financial reporting purposes, this Statement defines a tax abatement as resulting from an agreement between a government and an individual entity in which the government promises to forgo tax revenues, and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens. Disclosure requirements include: 1) descriptive information such as the tax being abated, authority and eligibility criteria, provisions for recapturing abated taxes, and types of commitments made by the tax abatement recipients, 2) gross dollar amount of taxes abated during the fiscal year, and 3) other commitments made by the government other than to abate taxes, as part of the agreement. The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2015. The implementation of this pronouncement did have impact the financial statements of the Juvenile Welfare Board. Per the Pinellas County CAFR for September 30, 2017, "the implementation of this pronouncement did not have an impact on the financial statements".

Note 14—Subsequent events

Management has evaluated subsequent events from October 1, 2017 to April 5, 2018, in connection with the preparation of these financial statements, which is the date the financial statements were available to be issued. There are no subsequent events to disclose.

REQUIRED SUPPLEMENTARY INFORMATION

JUVENILE WELFARE BOARD

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET TO ACTUAL – GENERAL FUND (BUDGETARY BASIS)**

YEAR ENDED SEPTEMBER 30, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues:				
Property taxes, net	\$ 59,483,783	\$ 59,483,783	\$ 57,972,153	\$ (1,511,630)
Fees	22,000	22,000	21,539	(461)
Grant and contribution revenue	276,000	276,000	231,974	(44,026)
Investment income, net	75,000	75,000	301,537	226,537
Other	-	-	30,676	30,676
Total Revenues	<u>59,856,783</u>	<u>59,856,783</u>	<u>58,557,879</u>	<u>(1,298,905)</u>
Expenditures:				
Current:				
Administration	7,407,034	7,407,034	6,446,351	960,683
Children and family programs:				
School Readiness	9,590,116	9,875,898	9,664,099	211,799
School Success	14,578,131	14,928,385	14,269,889	658,496
Prevention of Child Abuse and Neglect	20,900,579	21,718,969	20,926,444	792,525
Strengthening Communities	7,297,347	6,036,734	4,282,056	1,754,678
Nonoperating	2,683,036	2,683,036	761,719	1,921,317
Capital outlay	-	-	315,337	(315,337)
Total Expenditures	<u>62,456,243</u>	<u>62,650,056</u>	<u>56,665,895</u>	<u>5,984,162</u>
Net change in fund balance	<u>\$ (2,599,460)</u>	<u>\$ (2,793,273)</u>	<u>1,891,984</u>	<u>\$ 4,685,258</u>
Other Financing Sources:				
Transfers out			(1,039,676)	
Capital lease			-	
Excess of revenues over expenditures and other sources			<u>852,308</u>	
Fund balance – beginning of year			<u>21,888,832</u>	
Fund balance – end of year			<u>\$ 22,741,140</u>	

JUVENILE WELFARE BOARD
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY –
FLORIDA RETIREMENT SYSTEM PENSION PLAN

LAST 10 FISCAL YEARS

	<u>2017*</u>	<u>2016*</u>	<u>2015*</u>	<u>2014*</u>
JWB's proportion of the net pension liability	0.0080%	0.0080%	0.0009%	0.0008%
JWB's proportionate share of the net pension liability	\$ 2,357,887	\$ 2,020,729	\$ 1,124,282	\$ 548,929
JWB's covered-employed payroll	\$ 1,966,700	\$ 2,008,263	\$ 1,862,948	\$ 1,782,311
JWB's proportionate share of the net pension liability (asset) as a percentage of its covered-payroll	120%	101%	60%	31%
FRS Plan fiduciary net position as a percentage of the total pension liability	84%	85%	92%	96%

* Represents the measurement date as of June 30th

Note: Data was unavailable prior to 2014

**JUVENILE WELFARE BOARD
SCHEDULE OF CONTRIBUTIONS –
FLORIDA RETIREMENT SYSTEM**

LAST 10 FISCAL YEARS

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 205,697	\$ 215,802	\$ 206,497	\$ 248,389
Contribution in relation to the contractually required contribution	<u>205,697</u>	<u>215,802</u>	<u>206,497</u>	<u>248,389</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
JWB's covered-employee payroll	\$ 1,965,631	\$ 2,017,819	\$ 1,949,293	\$ 1,750,988
Contributions as a percentage of covered-employee payroll	10%	11%	11%	14%

Note: Data was unavailable prior to 2014

JUVENILE WELFARE BOARD
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY –
HEALTH INSURANCE SUBSIDY PENSION PLAN

LAST 10 FISCAL YEARS

	<u>2017*</u>	<u>2016*</u>	<u>2015*</u>	<u>2014*</u>
JWB's proportion of the net pension liability	0.012%	0.013%	0.012%	0.012%
JWB's proportionate share of the net pension liability	\$ 1,285,299	\$ 1,467,315	\$ 1,264,180	\$ 1,167,904
JWB's covered-employed payroll	\$ 3,731,209	\$ 3,790,812	\$ 3,677,369	\$ 3,110,865
JWB's proportionate share of the net pension liability (asset) as a percentage of its covered-payroll	34%	39%	34%	38%
FRS Plan fiduciary net position as a percentage of the total pension liability	1.64%	0.97%	0.50%	0.99%

* Represents the measurement date as of June 30th

Note: Data was unavailable prior to 2014

**JUVENILE WELFARE BOARD
SCHEDULE OF CONTRIBUTIONS –
HEALTH INSURANCE SUBSIDY PENSION PLAN**

LAST 10 FISCAL YEARS

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 64,396	\$ 66,340	\$ 51,073	\$ 53,933
Contribution in relation to the contractually required contribution	64,396	66,340	51,073	53,933
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
JWB's covered-employee payroll	\$ 3,802,413	\$ 3,898,322	\$ 3,708,773	\$ 3,687,321
Contributions as a percentage of covered-employee payroll	1.7%	1.7%	1.4%	1.5%

Note: Data was unavailable prior to 2014

OTHER SUPPLEMENTARY INFORMATION

JUVENILE WELFARE BOARD

SCHEDULE OF RECEIPTS AND EXPENDITURES OF FUNDS RELATED TO THE DEEPWATER HORIZON OIL SPILL

YEAR ENDED SEPTEMBER 30, 2017

<u>Source</u>	<u>Balance as of the 2015-16 Fiscal Year</u>	<u>Amount Received In the 2016-17 Fiscal Year</u>	<u>Amount Expensed to Date</u>	<u>Balance as of the 2016-17 Fiscal Year</u>
British Petroleum:				
Agreement No. Not Applicable	\$ 107,043	\$ 1,070	\$ -	\$ 108,113

Note: This does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. JWB did not receive funds that were considered Federal funds or State financial assistance related to the Deepwater Horizon Oil Spill

COMPLIANCE REPORTS

**Report of Independent Auditor on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

Members of the Board
Juvenile Welfare Board of Pinellas County

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the Juvenile Welfare Board of Pinellas County ("JWB") as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise JWB's basic financial statements, and have issued our report thereon dated April 5, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered JWB's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of JWB's internal control. Accordingly, we do not express an opinion on the effectiveness of JWB's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether JWB's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cherry Bekart LLP

Tampa, Florida
April 5, 2018

Independent Auditor's Management Letter

Members of the Board
Juvenile Welfare Board of Pinellas County

Report on the Financial Statements

We have audited the financial statements of the Juvenile Welfare Board of Pinellas County ("JWB") as of and for the year ended September 30, 2017, and have issued our report thereon dated April 5, 2018.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Report of Independent Auditor on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Report on Independent Accountant on Compliance with Local Government Investment Policies regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated April 5, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. Such disclosure is included in the notes to the financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not JWB has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that JWB did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for JWB. It is management's responsibility to monitor the JWB's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Annual Financial Report

Section 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, requires that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for JWB for the fiscal year ended September 30, 2017, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2016. In connection with our audit, we determined that these two reports were in agreement.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

The purpose of this management letter is to communicate certain matters prescribed by Chapter 10.550, Rules of the Auditor General. Accordingly, this management letter is not suitable for any other purpose.

Cherry Bekant LLP

Tampa, Florida
April 5, 2018

**Report of Independent Accountant on Compliance
with Local Government Investment Policies**

Members of the Board
Juvenile Welfare Board of Pinellas County

We have examined the Juvenile Welfare Board of Pinellas County ("JWB") compliance with the local government investment policy requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2017. Management of JWB is responsible for JWB's compliance with the specified requirements. Our responsibility is to express an opinion on JWB's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether JWB complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether JWB complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on JWB's compliance with the specified requirements.

In our opinion, JWB complied, in all material respects, with the local investment policy requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2017.

The purpose of this report is to comply with the audit requirements of Section 218.415, Florida Statutes, and Rules of the Auditor General.

Cherry Bekaert LLP

Tampa, Florida
April 5, 2018

Proclamation

Children's Mental Health Awareness Day

WHEREAS, the Juvenile Welfare Board of Pinellas County and our partners stand firmly committed to addressing the complex mental health needs of children, youth, and families; and

Whereas, children's mental health is crucial to the well-being of our families, schools, and communities; and

Whereas, 1 in 5 children have, or will have, a serious mental illness; and

Whereas, the rates of teen suicide, young children receiving mental health treatment services, students with emotional/behavioral disabilities, and children diagnosed as seriously emotionally disturbed are higher for Pinellas County as compared to the State of Florida; and

Whereas, all youth and adults who suffer from mental illness deserve to be treated with the utmost respect and dignity; and

Whereas, there is a need for comprehensive services and supports that are trauma-informed, family-driven, youth-guided, culturally competent, and community-based; and

Whereas, all citizens need to be aware of the signs, symptoms, and mental health treatment resources available for children and youth; and

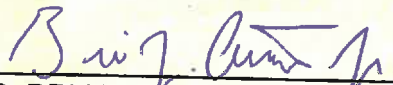
Whereas, the Pinellas County Behavioral Health System of Care and its Youth Behavioral Health Workgroup are working to identify and address the specific mental health needs of our county's youth; and

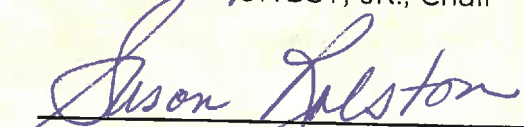
Whereas, JWB will be investing to improve the continuum of mental health care services for children and families; and

Whereas, in recognition of this day, and of May, which is Mental Health Awareness Month, JWB and our partners will be involved in many activities including a strengths-based children's art exhibit and Youth Mental Health First Aid Training.

NOW THEREFORE BE IT PROCLAIMED by the Juvenile Welfare Board of Pinellas County that Thursday, May 10, 2018 be recognized as Children's Mental Health Awareness Day in Pinellas County, Florida, with everyone encouraged to align efforts and work collectively to ensure children and families have the best opportunity for optimal mental health.

IN WITNESS WHEREOF, the Juvenile Welfare Board of Pinellas County approved this 10th day of May 2018.


MR. BRIAN AUNGST, JR., Chair


MRS. SUSAN ROLSTON, Vice Chair

Board of Directors Meeting

June 14, 2018

Accept Financial Report for May 2018

Item III.B.

Recommended Action: Information Only

Strategic Plan Alignment: Administration

The May Financial Report will be distributed when it is received prior to the June 14, 2018 meeting.

Staff Resource: Brian Jaruszewski
Lynn De la Torre

Monthly Board Financial and Investment Report

Item III.B.

Recommended Action:	Approve the Monthly Financial and Investment Report
Issue:	Budget and Investments Accountability
Program:	Provider services are presented in aggregate in the report
Budget Impact:	FY18 Budget

PRELIMINARY FINANCIAL HIGHLIGHTS

May 31, 2018

Prepared by: Lynn De la Torre, Accounting Manager

- **Total Assets increased** by \$3.1M to \$55,751,237 from the prior year amount of \$52,626,623.

Cash and Investments increased from the prior year by \$2,735,253. This includes the net amount received from ad valorem tax and interest revenue.

Due from Agencies includes receivables due from the Neighborhood Family Centers for payment activity during the current month. The FY18 amount was higher than FY17 by \$533,327. This amount fluctuates based on the timing of payments made by the NFC's

Other receivables includes the current portion of Note Receivable.

Note Receivable represents the remaining portion due to JWB through April 2019 for the purchase of the Pinellas Park Building by St. Petersburg College.

Capital Assets increased \$46,037. The increase is the net effect of additions and deletions at the end of FY17. Additions, deletions, and depreciation are recorded at year end.

Deferred Outflow of Resources in the amount of \$1,371,919 represents the dollar value of net assets that will be recognized as consumed or used (paid out) in a future reporting period due to an event that occurred in the current period. Deferred Outflows increased \$119K from the prior year amount of \$1,252,538.

- **Liabilities:**

Total Liabilities increased by \$1.2M to \$5,370,762 from the prior year amount of \$4,156,252.

Payables increased by \$1,292,294 from FY17. At the end of May 2018 there was a higher amount that was due to be paid than at the end of May 2017. Timing contributes to the differences in the balances due at times during the year.

Accrued Liabilities of \$354,394 includes the annual accrual for staff vacation and sick leave and long term copier lease amount.

Net Pension Liability is the difference between the total pension liability and the assets set aside to pay current employees, retirees, and beneficiaries. Net Pension Liability increased \$155,142 to \$3,643,186 from the prior year amount of \$3,488,044. A portion of the Net Pension Liability is recognized as a current portion - that amount is \$36,145.

Deferred Inflow of Resources in the amount of \$342,304 represents the dollar value of net assets that will be recognized as the amount received or (paid in) in a future reporting period due to an event that occurred in the current period. Deferred Inflows increased \$189k from the prior year amount of \$153,055.

- **Fund Equity:**

Total Fund Equity increased \$1,840,233 to \$51,410,089 from the prior year amount of \$49,569,856. Revenue over expenditures were higher in FY18 by approximately \$985K; ad valorem as well as interest revenue was higher than the previous fiscal year which contributed to the increase. Miscellaneous revenue was also higher in FY18 than in FY17.

Unspendable Note is the long-term portion of the amount owed to JWB by St. Petersburg College.

Assigned for Spence Award is an amount designated for the annual H. Browning Spence Educational Award.

Assigned Cash Flow Requirement The cash flow requirement is in accordance with JWB's Board policy that states "restricted funds shall be targeted at a minimum of two months of operating expenses to manage cash in-flows and out-flows until ad valorem is received."

Unassigned represents the fund balance carryforward from the prior fiscal year.

Excess Revenue/(Expenses) is the remainder of revenues over expenditures for the current year. Tax revenues begin to be received in late November and increase the balance. This number reflects the spending pace of the administration and agency payments over the year.

- **Revenues and Expenses:**

Property tax revenue year-to-date is \$62,554,786 which is higher (\$4.4M) than FY17 revenue of \$58,160,455. Property taxes are higher in FY18, (\$63M) than FY17, (\$58M). Delinquent taxes collected YTD are lower in FY18, (\$80k) than FY17, (\$163K).

Interest revenue year-to-date is \$395,709. Interest revenue includes interest from the Note Receivable and interest income from investments. There is \$50.2M currently invested in BB&T, Regions, the Florida Local Government Investment Trust (FLGIT) and Florida Prime. (See chart on the Investments page).

Miscellaneous revenue includes the rent received from Tampa Bay 211 and Cooperman Bogue revenue, including in-kind for the Kids First Awards.

Administration expenses year-to-date are \$4,467,403. Of this total, eighty-two percent (\$3,645,558) is personnel expense. Administration expenses are \$292K higher than the previous fiscal year-to-date.

Children and Family Program reimbursements include payments of \$29,270,843 year-to-date. The month of May reimbursements totaled \$6,390,575. The YTD expenditures are underspent by \$8,338,318 and the MTD are overspent by \$1,689,430.

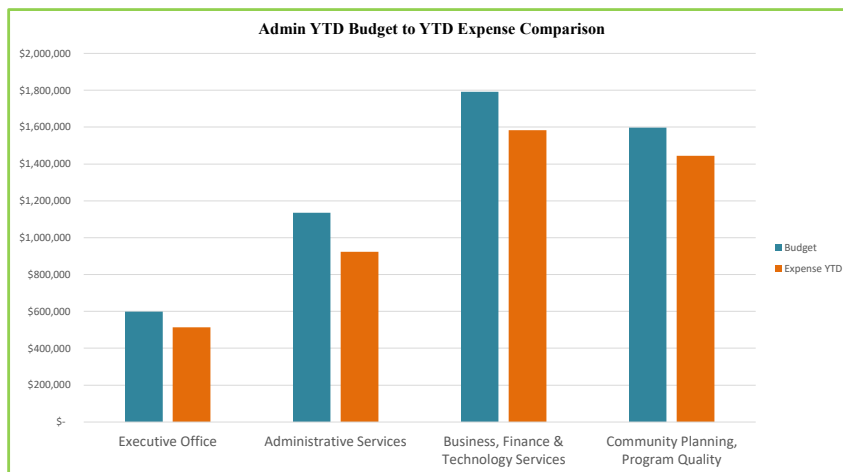
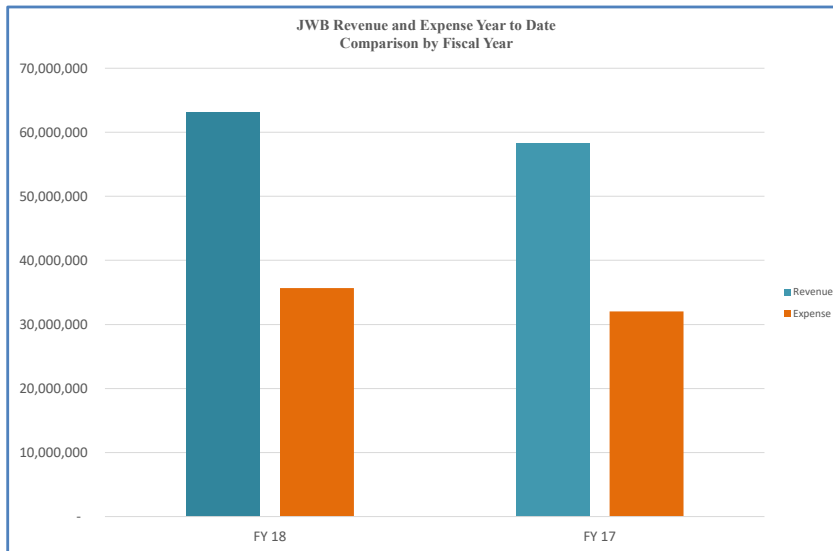
JUVENILE WELFARE BOARD
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
May 31, 2018

Description	Governmental	PCMS	TOTALS	
	Fund General	Funds General	FY 18	FY 17
Assets				
Cash and Investments	\$ 50,135,618	\$ 121,144	\$ 50,256,762	\$ 47,521,509
Due from Other Governments	-	-	-	-
Due from Other Agencies	1,489,155	-	1,489,155	955,828
Receivables (Other/Short Term Note)	111,523	-	111,523	89,725
Prepays/Deposits	39,507	-	39,507	16,755
Furniture, Fixtures & Equipment	5,114,414	-	5,114,414	5,068,377
Accumulated Depreciation	(1,353,163)	-	(1,353,163)	(1,301,345)
Note Receivable - Long Term	93,039	-	93,039	275,774
Total Assets	55,630,093	121,144	55,751,237	52,626,623
Deferred Outflows of Resources	1,371,919	-	1,371,919	1,252,538
Total Deferred Outflows of Resources	1,371,919	-	1,371,919	1,252,538
Total Assets & Deferred Outflow	\$ 57,002,010	\$ 121,144	\$ 57,123,154	\$ 53,879,161
Liabilities				
Vouchers & Accounts Payable	1,367,266	-	1,367,266	74,972
Other Payables	5,916	-	5,916	279,402
Accrued Liabilities	354,394	-	354,394	313,835
Current portion - Net Pension Liability	36,145	-	36,145	-
Pension Liability (Net)	3,607,041	-	3,607,041	3,488,044
Unearned Revenue	-	-	-	-
Total Liabilities	5,370,762	-	5,370,762	4,156,252
Deferred Inflows of Resources	342,304	-	342,304	153,055
Total Deferred Inflows of Resources	342,304	-	342,304	153,055
Fund Equity				
Investment in Fixed Assets	3,749,884	-	3,749,884	3,643,726
Retained Earnings	-	122,846	122,846	127,634
Fund Equity Unreserved				
Unspendable-Note Receivable	93,039	-	93,039	275,775
Assigned-Spence Education Award	6,318	-	6,318	5,618
Assigned - Cooperman Bogue	-	-	-	-
Assigned Cash Flow Requirement	11,652,746	-	11,652,746	10,163,154
Unassigned	8,306,349	-	8,306,349	9,019,006
Excess Rev/(Exp)	27,480,609	(1,702)	27,478,907	26,334,943
Total Fund Equity	51,288,945	121,144	51,410,089	49,569,856
Total Liabilities & Fund Equity	56,659,707	121,144	56,780,850	53,726,107
Total Liability & Fund Equity & Deferred Inflow	\$ 57,002,010	\$ 121,144	\$ 57,123,154	\$ 53,879,161

JUVENILE WELFARE BOARD
INTERIM STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR PERIOD ENDING May 31, 2018

	FY 18										
	YTD Budget	Y.T.D. Actuals	YTD Variance	Monthly Budget	Monthly Actuals	Monthly Variance	FY 18 Budget	FY 18 Forecast	Forecast Variance	FY 17 YTD Actuals	Prior Year Variance
REVENUE											
Property Taxes	\$ 62,200,895	\$ 62,554,786	\$ (353,891)	\$ 1,282,493	\$ 1,011,045	\$ 271,448	\$ 64,124,634	\$ 64,124,634	\$ -	\$ 58,160,455	\$ 4,394,331
Interest - Investments	250,000	395,709	(145,709)	75,000	69,579	5,421	250,000	250,000	-	181,514	214,195.00
- Note	-	3,069	(3,069)	-	-	-	-	-	-	5,238	
Miscellaneous	227,794	201,624	26,170	28,474	50	28,424	341,691	341,691	-	40,783	
TOTAL REVENUE	62,678,689	63,155,188	(476,499)	1,385,967	1,080,673	305,293	64,716,325	64,716,325	0	58,387,990	4,608,526
Administration	5,122,879	4,467,403	655,476	640,360	368,467	271,893	7,684,318	7,684,318	-	4,175,051	292,352.00
Children & Families Programs*											
School Readiness	7,361,301	6,435,371	925,930	920,163	1,325,143	(404,980)	11,041,951	9,292,676	1,749,275	6,595,296	(159,925.00)
School Success	10,966,245	6,990,997	3,975,248	1,370,781	1,450,924	(80,143)	16,449,368	15,906,448	542,920	5,292,347	1,698,650.00
Prevention of Child Abuse & Neglect	14,406,031	11,819,950	2,586,081	1,800,754	2,717,266	(916,512)	21,609,046	21,003,899	605,147	11,314,774	505,176.00
Strengthening Community	4,875,584	4,024,525	851,059	609,448	897,242	(287,794)	7,313,376	6,695,197	618,179	2,879,362	1,145,163.00
Non-Operating:											
Statutory Fees	1,348,988	1,665,031	(316,043)	112,416	18,568	93,848	1,348,988	1,348,988	-	1,544,394	120,637.00
Technology	608,633	237,006	371,627	76,079	4,400	71,679	912,950	912,950	-	213,690	23,316.00
Other	2,387,442	36,000	2,351,442	298,430	36,000	262,430	3,581,163	7,072,000	(3,490,837)	38,137	(2,137.00)
TOTAL EXPENDITURES	47,077,102	35,676,283	11,400,820	5,828,430	6,818,009	(989,580)	69,941,160	69,916,476	24,684	32,053,050	3,623,232
EXCESS (Deficiency) of Revenue over Expenditures		27,478,907	10,924,321		(5,737,336)	(684,287)	(5,224,835)		(24,684)	26,334,943	985,294
RETAINED EARNINGS		122,846								127,634	
INVESTMENT IN FIXED ASSETS		3,749,884								3,643,726	
FUND EQUITY - JWB:											
Unspendable-Note Receivable		93,039								275,775	
Assigned-Spence Education Award		6,318								5,618	
Assigned Cash Flow Requirement		11,652,746								10,163,154	
Unassigned		8,306,349								9,019,006	
TOTAL:	\$ 47,077,102	\$ 51,410,089	\$ 10,924,321	\$ 5,828,430	\$ (5,737,336)	\$ (684,287)	\$ (5,224,835)	\$ -	\$ (24,684)	\$ 49,569,856	\$ 985,294

JUVENILE WELFARE BOARD
May 31, 2018



CONTRACTS SIGNED THIS MONTH			
Date	Name	Amount	Description
05/08/18	The Institute for Childhood Education	\$11,300	Trauma informed trainings and books
05/11/18	United Way Suncoast, Inc.	\$125,000	Fund 50% of salary and fringe for Executive Director of Unite Pinellas
05/14/18	Image Depot	\$5,640	Purchase order for bags for printing/promotions for Early Readers
05/14/18	Roberts Printing	\$2,847	Purchase order for bookmarks and banners for printing/promotions for Early Readers
05/14/18	C&D Printing	\$4,582 and \$5,071	Purchase order for flyers, bags, coloring books, posters and stickers for printing/promotions for Early Reads; Kindergarten counts, Every Day Counts, and Childhood Hunger
05/29/18	Sunstate	\$3,875	Purchase order for bags for printing/promotions for Early Readers

BUDGET TRANSFERS APPROVED THIS MONTH			
Date	Name	Amount	Description
	N/A		

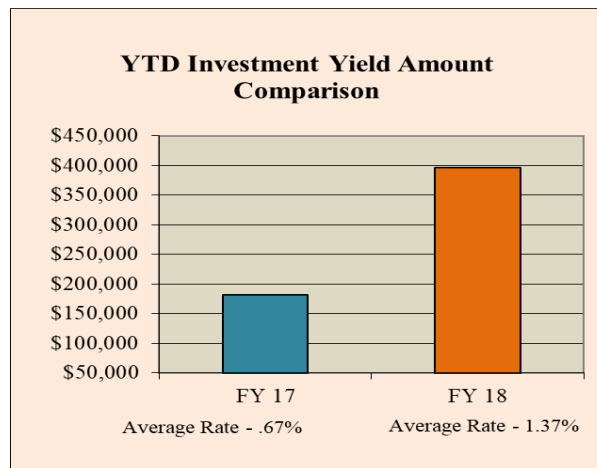
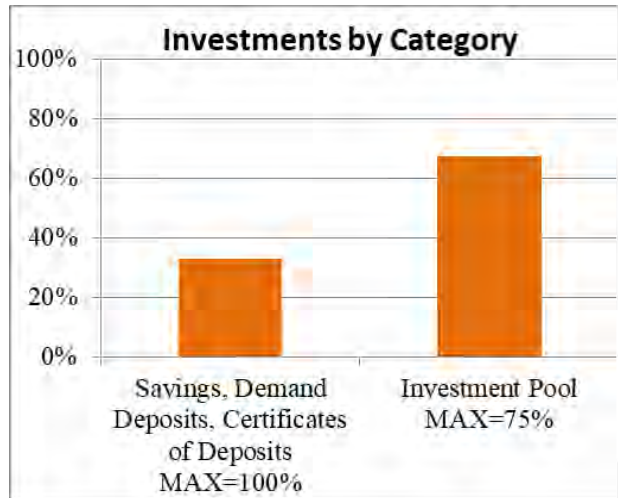
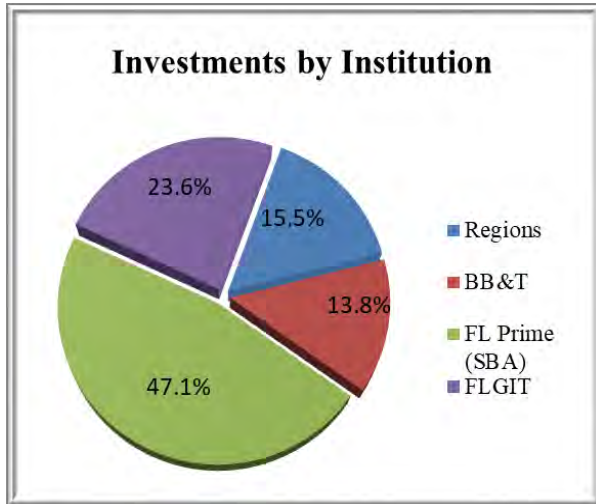
**JUVENILE WELFARE BOARD
INVESTMENT REPORT
For Period Ending May 31, 2018**

BANK	ACCOUNT	AVERAGE RATE	BALANCE	YIELD
BB & T	Concentration Account	*	2,819,868	
	Market Investment Account	0.15%	4,125,469	526
REGIONS	Investment Sweep Trust Account	1.38%	7,765,216	8,778
Florida Local Government Investment Trust (FLGIT)	Day to Day Fund Account	1.90%	11,859,536	19,603
FLORIDA PRIME	Investment Pool - FUND A	2.03%	23,614,054	40,656
			50,184,143	69,563

* This is the main operating account. The account has an earnings credit of .75% applied to the average collected balance in the account and used to offset services charges. There is no interest paid in this account.

ANNUAL BUDGET	Year To Date BUDGET	Year To Date ACTUAL ⁽³⁾	Comparison of YTD Budget to Actual (%)	YTD Budget Variance
\$250,000.00	\$166,666.67	\$ 395,596.75	237%	\$ 228,930

⁽³⁾ Includes interest adjustments for the month not reflected in the interim statements.



Board of Directors Meeting

June 14, 2018

Accept Finance Committee Meeting Minutes for June 5, 2018

Item II.C.

Recommended Action: Information Only

**Strategic Plan
Alignment:** Administration

The June 5, 2018 Finance Committee Meeting Minutes will be distributed prior to the June 14, 2018 JWB Board meeting.

Staff Resource: Ann M. Kovarik



**JWB FINANCE COMMITTEE MEETING
JUNE 5, 2018
1:30 PM**

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

MINUTES

I. CALL TO ORDER

JWB STAFF PRESENT: Dr. Marcie Biddleman, Brian Jaruszewski, Lynda Leedy, Judith Warren, Diana Carro, Lynn De la Torre, Denise Groesbeck, Lori Lewis, Debra Prewitt, Joyce Sparrow, Karen Boggess, Richard Godfrey, Lorryne Hayes, Karen Woods, John Ondrovic, Denise Groesbeck, Laura Peele, Joyce Sparrow, April Putzulu, Jeanine Evoli, Yaridis Garcia, and Ann Kovarik

GUEST(S): Colleen Flynn, JWB’s Legal Counsel and Mr. Kurt Lenz, Board Treasurer, Sanderlin Neighborhood Family Center

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

Attendee Name	Title	Status
Brian Aungst	Board Chair	Present
Jim Millican	Board Member	Present
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	Present
Susan Rolston	Finance Committee Member	Absent

II. ACTION

A. FY19 Draft Budget

Mr. Brian Jaruszewski, Chief Financial Officer, announced the purpose of this action item is to define a starting point for the FY19 budget process.

He stated the current estimate of taxable property values for FY19 is an additional increase of 7.97 percent over FY18. A continued millage rate of .8981 increased the calculated ad valorem revenue by approximately \$4.97 million to \$69,094,133.

Mr. Jaruszewski reviewed the anticipated impact to the budget if Pinellas County voters pass the third homestead exemption in November 2018.

The committee members asked detailed questions about future programming funds and questioned if any programs will be divested.

Mr. Jaruszewski said there is an assumption that all programs will continue to be funded, with the exception of the Fairmount Park program. He added that there are questions about the continued federal funding of the 21st Century Learning Center programs.

After continued discussion, Mr. Bernie McCabe, Chair, called for a vote to set the preliminary FY19 millage rate at .8981 percent.

ACTION: Mr. McCabe called for a motion to recommend the proposed millage rate of .8981 to the board; seconded by Mr. Dillinger; no further discussion, all in favor; motion carried.

B. Approve Administrative Services Request for Proposals

Mr. Jaruszewski reviewed the details of the draft request for proposals (RFP) to outsource all administrative services for the Neighborhood Family Centers (NFC).

The members raised questions with regard to JWB's past history and current administrative services and human resources practices with the NFCs, and the impact of corrective actions on the request to release the RFP. They asked for specifics on how the proposed services will affect JWB's reimbursements to the NFCs.

Dr. Marcie Biddleman and Mr. Jaruszewski explained the specifics of how the outsourcing will be provided at one hundred percent visibility, accountability, and transparency.

Members insisted on applying the doctrine of privity in the NFC contracts stating the agencies may lose JWB funding if they do not agree to the use of the outsourced ASO. The committee also asked specifics of how the NFCs select their auditors.

Mr. Jaruszewski stated JWB drives the NFC auditing process and solicits the auditor for each NFC.

The RFP will be evaluated and scored by a team consisting of JWB and NFC staff. Mr. Rick Butler asked if a Board member has ever participated on an RFP committee. He then accepted an appointment to the ASO RFP committee.

ACTION: Mr. McCabe moved to approve the Administrative Services Request for Proposals; seconded by Mr. Aungst; no further discussion, all in favor; motion carried.

C. Allocation Increase for myON® Reading Platform

Mr. Jaruszewski provided detail on the recommendation to increase JWB's allocation for myON® from \$60,500 to \$150,000 to provide every Pinellas County child access to the reading platform. myON® is a digital book library containing over 5,000 age appropriate book titles for Pre-K-12 students. The platform measures the child's reading ability (Lexile®) and matches books that align with the child's interests, and grade level. myON® has many benefits such as supporting independent reading, promoting school success, early literacy, school readiness, second language learning, audiobook ability, and children with special needs.

The committee questioned how children with no access to handheld devices or computers could access the software. Ms. Judith Warren, Chief Operating Officer, stated the children utilize the software at the NFCs or public libraries.

The committee requested more information on how myON® staff planned to market the program.

ACTION: Mr. McCabe moved to approve the Allocation Increase for myON® Reading Platform; seconded by Mr. Mikurak; no further discussion, all in favor; motion carried.

III. DISCUSSION

A. Quality Early Learning Expansion Site Request for Qualifications

Mr. Jaruszewski reviewed the request to release a request for qualifications (RFQ) to select the most qualified organization to develop and administer a high quality early learning center in a high-risk zone in the Lealman area of Pinellas County.

The committee discussed the challenge of finding an appropriate site in Lealman to operate a learning center. Mr. Jim Millican announced Pinellas County purchased the Windsor Academy building and is looking to co-locate services there.

After the committee agreed to recommend the release of the RFQ, Mr. Jaruszewski said the final draft of the document would be included in the packet for the July 12, 2018 regular meeting.

B. Program Financial Monitoring

Mr. Jaruszewski provided a high-level overview of the technical assistance offered to the James B. Sanderlin Neighborhood Family Center board. Mr. Jaruszewski introduced Mr. Kurt Lenz, Sanderlin's Board Treasurer.

Mr. Lenz thanked JWB for its support and assured the committee that the NFC will meet all their JWB contractual obligations. He said the board is taking corrective action and is addressing significant personnel and policy changes.

There was extensive discussion on the accounting liability and the operational loss.

Mr. McCabe commended Mr. Lenz and the Sanderlin board for their strength, continuity, and swift action.

OPEN AGENDA

Mr. Bob Dillinger reviewed Pinellas County suicide statistics that include a percentage of middle and high school students. He asked for input on how JWB is addressing the challenge.

Dr. Biddleman and Ms. Lynda Leedy, Chief Administrative Officer, explained the work of the Youth Mental Health Work Group Committee, and the \$1.8 million JWB has to address improvement to the Pinellas County mental and behavior health system of care.

Mr. McCabe asked if any members of the public requested to address the Board.

Ms. Colleen Flynn, JWB's legal counsel, said no requests were submitted.

The meeting adjourned at 2:28 PM.

Minutes respectfully submitted by Ann Kovarik, Department Coordinator

Ratify Administrative Services for Funded Agencies Request for Proposals

Item IV.A.

Recommended Action: Ratify Administrative Services Organizations Request for Proposals

Strategic Plan Alignment: Administration

At the June 5, 2018 Finance Committee Meeting, the Finance Committee approved the draft Request for Proposals (RFP) for Administrative Services for Funded Agencies.

JWB staff is seeking Board ratification to release the attached RFP for Administrative Services for the JWB funded Neighborhood Family Centers (NFC). Currently, the accounting, bookkeeping, and benefits administration are provided by JWB's Administrative Services Organization unit.

The purpose of this solicitation is to select the most qualified accounting/bookkeeping firm to provide full service accounting, bookkeeping, and benefit administration for the 11 NFCs.

It is anticipated that the agreement will remain valid for a period of two years with an option of three annual renewals.

The RFP will be evaluated and scored by a team consisting of JWB, NFC staff, and Board member Mr. Rick Butler using the following criteria and points:

<u>Evaluation Criteria</u>	<u>Points</u>
Firm Qualifications	35%
Approach to Complete the Scope of Work	30%
Price	20%
<u>Qualifications and Experience with Staff to be Assigned</u>	<u>15%</u>
Total Potential Points	100%

The timeline for the RFP is as follows:

Date	Activity
06/18/2018	RFP Released
07/02/2018	Optional Pre-Proposal Conference at 2:00 PM Juvenile Welfare Board, Room 191
07/03/2018	Deadline for Receipt of Questions by 12:00 PM
07/06/2018	Written Responses to Questions Released
07/13/2018	Proposals Due Date by 12:00 PM
08/07/2018	Evaluation Committee Meeting at 8:30 AM Juvenile Welfare Board, Room 191
08/13/2018	Interview Top Proposers at 9:00 AM, Juvenile Welfare Board, Room 191
08/14/2018	Evaluation Committee Meeting at 1:00 PM Juvenile Welfare Board, Room 191
08/17/2018	Present Recommendations to the JWB Executive Team at 2:00 PM, Juvenile Welfare Board, Room 191
08/22/2018	Present Recommendations to the JWB Finance Committee at 1:30 PM, Juvenile Welfare Board, Room 191
09/05/2018	Board Action to Award at 9:00 AM, Juvenile Welfare Board, Room 191
09/07/2008	Announce Intent to Award
10/01/2018	Execute Agreement

The RFP is attached for review and discussion.

Attachments: Draft Administrative Services Organization Request for Proposals

Staff Resource: Brian Jaruszewski
Diana Carro
Lorrayne Hayes



Juvenile Welfare Board

Investing in children. Strengthening our community.

REQUEST FOR PROPOSAL

For

Administrative Services Organization

PRE-PROPOSAL CONFERENCE

Monday, July 2, 2018

2:00 PM Juvenile Welfare Board, Conference Room 191

SUBMISSION DUE DATE AND TIME

Friday, July 13, 2018 Noon EST

DELIVERY OF PROPOSALS

Proposals must be submitted via email to RFP@jwbpinellas.org

Juvenile Welfare Board of Pinellas County
14155 58th Street North, Suite 100
Clearwater, FL 33760
(727) 453-5600

Table of Contents

1.0 INSTRUCTIONS 1

2.0 SCOPE OF SERVICES 10

3.0 PROPOSAL REQUIREMENTS 19

FORM 1 – PROPOSAL SIGNATURE FORM 21

FORM 2 – REFERENCES..... 22

FORM 3- FEES 24

FORM 4- CONTRACT TERMS & CONDITIONS COMPLIANCE CHECKLIST 27

FORM 5 - NON-COLLUSION AFFIDAVIT 28

FORM 6 – IRS W-9..... 29

ATTACHMENT 1 - SAMPLE AGREEMENT 30

ATTACHMENT 2- ORGANIZATIONAL CHART FOR EACH NEIGHBORHOOD FAMILY CENTER 39

DRAFT

1.0 INSTRUCTIONS

1.1 JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) was established in 1946 as the nation's first countywide agency investing dedicated property tax revenues to better the lives of children and families. JWB was created by a Special Act and is an Independent Special District pursuant to F.S. Ch. 189. Guided by its mission, JWB invests in partnerships, innovation, and advocacy to strengthen Pinellas County children and families. JWB's efforts also strengthen neighborhoods, communities, and schools, making Pinellas County a better place for everyone to live.

JWB strategically invests in four focus areas designed to improve the lives of Pinellas children and families: School Readiness, School Success, Prevention of Child Abuse and Neglect, and Strengthening Community. The decision to build supports, allocate resources, and establish partnerships is further guided by a set of principles that include a commitment to quality, prioritizing early intervention and prevention resources for the most vulnerable children, investing in promising practices, maintaining public accountability, and continued flexibility in responding to emerging issues that impact Pinellas children, especially in JWB's four focus areas.

1.2 SCHEDULE OF ACTIVITIES (DATES SUBJECT TO CHANGE)

An addendum will be issued if it is necessary to adjust any of the specific dates and times below:

Date	Activity
06/18/2018	RFP Released
07/02/2018	Optional Pre-Proposal Conference at 2:00 PM, Juvenile Welfare Board, Room 191
07/03/2018	Deadline for Receipt of Questions by noon
07/06/2018	Written Responses to Questions Released
07/13/2018	Proposals Due Date by noon
08/07/2018	Evaluation Committee Meeting at 9:00 AM, Juvenile Welfare Board, Room 191
08/13/2018	Interview Top Proposers at 9:00 AM, Juvenile Welfare Board, Room 181
08/14/2018	Evaluation Committee Meeting at 1:00 PM, Juvenile Welfare Board, Room 191
08/17/2018	Present Recommendations to the JWB Executive Team at 2:00 PM, Juvenile Welfare Board, Room 191
08/22/2018	Present Recommendations to the JWB Finance Committee at 2:00 PM, Juvenile Welfare Board, Room 191
09/05/2018	Board Action to Award at 3:15 PM, Juvenile Welfare Board, Room 191
09/07/2018	Announce Intent to Award
10/01/2018	Execute Agreement

1.3 COMMUNICATION WITH JWB

All Proposer's communication concerning this Request for Proposals (RFP) must be directed to the Budget and Business Services Division. The point of contact is:

Juvenile Welfare Board of Pinellas County
Attn: Lorraine Hayes, Sr. Contract Manager and Purchasing Agent
14155 58TH Street North, Suite 100
Clearwater, FL 33760
rfp@jwbpinellas.org
727-453-5654

1.4 PRE-PROPOSAL CONFERENCE

An optional Pre-Proposal Conference will be held on Monday, July 2, 2018 at 2:00 PM at: 14155 58th Street North, Suite 100, Clearwater, FL (Conference Room 191).

All interested parties are urged to attend. The purpose of the Pre-Proposal Conference is to allow potential Proposers an opportunity to present questions to staff and obtain clarification of the RFP requirements. Oral statements, oral responses to questions, or oral instructions will not constitute an amendment to this RFP. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the Application. If this occurs, a written addendum will be emailed to all who requested a copy of this solicitation and posted on the JWB website. For official written question responses or if you are unable to attend, please see instructions in Section 1.5.

1.5 WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

All questions pertaining to the terms and conditions or scope of work of this RFP must be submitted in writing to rfp@jwbpinellas.org.

The deadline for questions is July 3, 2018, by 12:00 PM EST. Please use email subject line "Administrative Services Organization RFP Question". Beyond that date and time, questions will not be answered.

Written questions and responses will become public record and will be made available via the website (www.jwbpinellas.org) on the date identified in section 1.2. Responses to questions may be handled as an addendum if the response provides clarification to requirements of the RFP. If this occurs, a written addendum will be posted on the same website, www.jwbpinellas.org, from which you obtained this RFP.

1.6 ADA REQUIREMENT FOR PUBLIC MEETINGS

Persons with disabilities requiring reasonable accommodation to participate in public meetings must submit a request to Joan Chamo via email at: jchamo@jwbpinellas.org or by phone 727-453-5673, at least 48 hours prior to the meeting.

1.7 ADDENDA ACKNOWLEDGEMENT

Before submitting your Proposal, you should check the website, www.jwbpinellas.org, to

download any addenda that may have been issued. Receipt and acceptance of an addendum, if applicable, is to be acknowledged by signing and returning the document with the Proposal.

1.8 REQUIREMENTS FOR SIGNING PROPOSALS

The Proposal Signature Form must be completed. This form must be signed in blue ink by an authorized representative of the firm as defined below:

If an individual or sole proprietorship, the owner may sign.

If a partnership, a general partner may sign.

If a limited liability company, a “member” may sign or “manager” may sign if so specified by the articles of organization.

If a corporation (for profit or not-for-profit), the CEO, President or Vice-President may sign.

If another individual is granted authority to sign for one of the types of entities above, and for all other types of entities, authority to sign must be granted by an official document from the entity authorizing him/her to sign and must be submitted with the Proposal.

1.9 EXPENSES INCURRED IN PREPARING PROPOSALS

JWB accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of Proposals. Such expenses shall be borne exclusively by the Proposer.

1.10 PROPOSALS SUBMISSION

Proposals signed by the appropriate principal of the firm using the required format provided herein must be received by email at rfp@jwbpinellas.org on or before the due date/time identified in section 1.2 to be considered. **Late submissions will not be considered.**

The email size may not exceed 10MB, however separate emails may be submitted if the Proposal packet exceeds 10MB.

Proposals must be typed single-spaced using 12 point font with half-inch margins. Smaller font (no less than 10point) may be used for tables, charts, and footnotes. All pages should be appropriately numbered and identified by the complete firm name in the header and/or footer. Proposals must be assembled as listed below:

Signed Addenda, if issued
Form 1 – Proposal Signature Form
Firm’s Qualifications
Audited Financial Information for the Past two years
Form 2 - References
Qualifications and Experience of Staff to Be Assigned
Staff resumes
Approach to Complete the Scope of Work
Sample of a Monthly/Year-to-Date Financial Report
Form 3- Fees

Form 4 – Contract Terms and Conditions Checklist
Form 5 – Non-Collusion Affidavit
Form 6– IRS W-9

It is the responsibility of the Proposer to ensure that the Proposal is received by JWB on time at the right location. JWB will reply to confirm receipt of all Proposals. Proposers who do not receive an email confirmation receipt should contact Lorraine Hayes, Sr. Contract Manager and Purchasing Agent, at 727-453-5654 to verify email receipt only. Proposers are encouraged to respond early. JWB is not responsible if technical difficulties are encountered during the submission process on submission due date.

1.11 RIGHTS OF JUVENILE WELFARE BOARD IN REQUEST FOR PROPOSALS PROCESS

In addition to all other rights of JWB under Florida law, JWB specifically reserves the following:

- a) the right to rank Proposals and negotiate with the most qualified Proposer.
- b) the right to select the Proposal that it believes will serve the best interest of JWB.
- c) the right to cancel the entire Request for Proposal.
- d) the right to reject any Proposal as nonresponsive and disqualify without scoring if it contains substantive exceptions to the terms and conditions of the RFP that cannot be rectified without affecting the price, quality, delivery or performance of the services being procured.
- e) the right to waive any informalities or non-material irregularities of a Proposal.
- f) the right to request any necessary clarifications or proposal data, provided that information requested does not change the price, quality, quantity, delivery, or performance time of the services/goods being procured.
- g) the right to require the Proposer to perform the services required on the basis of the original proposals without negotiation.

1.12 EVALUATION

Responses to this RFP will be evaluated and ranked by a team appointed by JWB staff. JWB will use the following process to make a recommendation to the Board for awards:

Round 1 Minimum Criteria: The following minimum criteria must be met for a Proposal to be considered for further evaluation. Failure to meet all of these criteria will automatically disqualify the Proposer’s response from further consideration:

- 1. The Proposal is received by the due date and time.
- 2. The Proposal Signature Form is signed by an authorized firm officer.

Round 2 Evaluation: For those Proposals that pass the minimum criteria, the following criteria, with the points shown for each, will be used to further evaluate and score the Proposals:

Proposals will be evaluated by an evaluation committee of JWB staff using the following criteria with the total possible points shown for each:

Evaluation Criteria

Weight

Firm Qualifications	35%
Approach to Complete the Scope of Work	30%
Price	20%
<u>Qualifications and Experience with Staff to be Assigned</u>	<u>15%</u>

Total Potential Points **100%**

Round 3 Evaluation: The top Proposals in the Round 2 Evaluation will then proceed to an additional level of due diligence that may include:

1. Follow-up questions and answers with the Proposers.
2. Interview of staff proposed to be assigned to these services.
3. Reference checking with comparable entities using similar services from the Proposer.

At the conclusion of the round three activities, the top Proposers will be evaluated on all information collected to date against the following criteria with the total possible points shown for each:

<u>Evaluation Criteria</u>	<u>Weight</u>
Firm Qualifications	35%
Approach to Complete the Scope of Work	30%
Price	20%
<u>Qualifications and Experience with Staff to be Assigned</u>	<u>15%</u>
Total Potential Points	100%

1.13 AWARD AND AGREEMENT

JWB shall publicly post the formal award on JWB's website no less than three full business days after the decision to award the agreement to the Proposer is made. All Proposers will be sent an email with the notice of award to the email address provided in the Proposal.

The award document will be a written agreement, incorporating, by reference, all the requirements, terms, and conditions of this RFP and the successful proposal as negotiated. It is anticipated that the agreement will remain valid for a period of two years with an option of three annual renewals from date of issuance unless terminated earlier in accordance with the agreement terms.

1.14 TAX EXEMPT STATUS

JWB is exempt from paying sales taxes. JWB's State Taxpayers Certificate of Exemption Number is 85-8012646116C-8. JWB is exempt from federal excise tax. All prices should be quoted FOB Clearwater, FL.

1.15 PUBLIC RECORDS

In accordance with Section 119.071(1)(b), F.S., all Proposals submitted shall become public record after 30 days from opening, or earlier if JWB provides notice of an intended decision before the 30 days expires. If JWB rejects all Proposals and concurrently provides notice of its intent to reissue the RFP, the rejected Proposals remain exempt from the public records requirement until such time that JWB provides notice of an intended decision concerning the reissued RFP or until JWB withdraws the reissued RFP. A Proposal is not exempt from public

record disclosure for longer than 12 months after the initial JWB notice rejecting all Proposals. Information that is confidential and/or exempt from public record disclosure will not be produced provided that it is legally required that it not be produced or a specific exemption from disclosure exists as determined solely by JWB. If you believe you are submitting anything that is confidential and/or exempt from disclosure you must clearly mark it as set forth in the instructions in Section 1.16 below. However, the determination of whether something is confidential and/or exempt from disclosure remains in JWB's sole discretion.

1.16 TRADE SECRET AND CONFIDENTIAL MATERIALS

All Proposals submitted become public records as set forth above. Unless a specific exemption exists from disclosure, all documents submitted will be released in response to a public records request. If the Proposal includes material which is deemed a trade secret, as defined by Section 812.081, F.S., the following statement should be included in the Proposal "Trade Secrets as defined by Section 812.081, F.S. are contained in this Proposal and shall not be used or disclosed by JWB except for JWB's purpose of evaluating this Proposal." However, if a contract is awarded as a result of the Proposal, JWB shall have the right to use the information designated as trade secrets to the extent subsequently agreed upon in writing between the Proposer and JWB. This does not limit JWB's right to use or disclose the information if the same information is obtained from another source. In addition, each and every page that contains information that the Proposer contends contains information that is a Trade Secret as defined by Section 812.081, F.S., must be clearly marked and cite the specific statutory language that applies to/justifies the legal exclusion, as such by the Proposer prior to submission to JWB.

In addition, if a Proposer believes that a Proposal contains any information that is confidential and/or exempt from the disclosure requirements of Chapter 119, F.S., each page containing such information must be clearly marked as such by the Proposer prior to submission along with a citation to a statutory exemption or other law prohibiting the disclosure of the marked information.

Notwithstanding anything to the contrary, nothing contained in the Proposal shall be deemed or interpreted to restrict or prevent JWB from complying with the disclosure requirements of Chapter 119, F.S., when material or information is incorrectly, as determined solely within JWB's discretion, identified as confidential and/or exempt from disclosure as a Trade Secret, other statutory exemption or otherwise by the Proposer.

Proposers are strongly discouraged from submitting any information that the Proposer feels is confidential and/or exempt from public records disclosure such as information that is a Trade Secret per 812.081 as JWB will comply with the public records law and will make the determination within its sole discretion as to whether information submitted by a Proposer that a Proposer claims is exempt from disclosure is in fact, exempt from disclosure. By submitting this Proposal, the Proposer submits all information at its own risk and covenants not to sue JWB and waives any claim against JWB in connection with or as a result of any disclosures by JWB of any information contained in the Proposal. By submitting the Proposal, the Proposer agrees that JWB may use and disclose all information submitted for any purpose JWB sees fit and that it is within JWB's sole discretion to determine if any information submitted is confidential and/or exempt from disclosure.

1.17 PUBLIC ENTITY CRIMES

The Proposer, by submitting a Proposal, attests they have not been placed on the convicted vendor list.

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, Proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, Proposals, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, Proposals, or replies 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 any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. [287.017](#) for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

1.18 CERTIFICATION OF ELIGIBILITY TO SUBMIT BID/PROPOSAL

The Proposer, by submitting a Proposal, attests they are eligible to contract with JWB.

In compliance with F.S. 287.135(a), a firm is ineligible to and may not enter into a contract with JWB if the firm 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 firm is ineligible to and may not enter into a contract with JWB if the firm is (1) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section 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 firm (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.

1.19 CONFLICT OF INTEREST

The Proposer represents that it presently has 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 Proposer further represents that no person having any such interest shall be employed by him/her during the agreement term and any extensions.

The Proposer shall promptly notify the JWB point of contact, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Proposer'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 Proposer 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 Proposer. JWB agrees to notify the Proposer of its opinion, within thirty days of receipt of notification by the Proposer.

1.20 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.

DRAFT

2.0 SCOPE OF SERVICES

2.1 OBJECTIVE

The Juvenile Welfare Board of Pinellas County (JWB) is seeking proposals from qualified accounting/bookkeeping firms to provide full service accounting/bookkeeping and limited benefit administration for not-for-profit Neighborhood Family Centers (NFC) funded by JWB.

2.2 BACKGROUND

Starting in 1993, JWB funded the creation of a network of eight NFCs to provide comprehensive, core family support services. Each site uniquely serves its diverse citizens and promotes the necessary protective factors that foster child well-being and strengthen families. Currently there are eleven NFCs, the additional three (Bethel Community Foundation, Family Center on Deafness, and Youth Development Initiatives) NFCs were programs of the original eight. Each NFC is a 501(c)(3) non-profit organization.

Services at the NFCs are easy to access, thanks to site locations in the highest-need neighborhoods throughout Pinellas County. Each NFC provides specialized services and resources to meet the unique needs of its families. While hundreds receive direct and ongoing services from their nearby NFC, hundreds more benefit from one-time workshops, classes, and annual efforts such as back-to-school events and free tax preparation through the Volunteer Income Tax Assistance (VITA) program.

2.3 CURRENT ENVIRONMENT

In addition to being the primary funder of each NFC, JWB currently provides Administrative Service Organization (ASO) services for the eleven NFCs. One of the NFCs receives funding for two sub-programs that is budgeted separately from the NFC's budget. There are three full-time employees: two accountants and one fiscal specialist within the ASO. Fifty percent of the Accounting Managers time is allocated to manage the three staff and various issues that arise in relation to the NFCs.

The NFCs are as follows:

1. Citizens Alliance for Progress
401 E. Martin L. King, Jr Drive Tarpon Springs, FL 34689
2. Clearwater NFC
900 North Martin Luther King, Jr. Avenue Clearwater, FL 33755
3. Family Center on Deafness
12445 62nd Street, N. #303 Clearwater, FL 33773
4. Greater Ridgecrest Area Youth Development Initiative (GRAYDI)
12601 130th Avenue, N. Largo, FL 33774
5. HighPoint NFC
5812 150th Avenue N Clearwater, FL 33760
6. InterCultural Advocacy Institute/Hispanic Outreach Center
612 Franklin Street Clearwater, FL 33756
7. Lealman & Asian NFC
4255 56th Avenue N St Petersburg, FL 33714
8. Safety Harbor/Mattie Williams NFC
1003 Martin Luther King Street, N Safety Harbor, FL 34695
9. James B. Sanderlin NFC [sub-programs–Faith Based Organization (FBO) and Youth Development Foundation (YDF)]

- 2335 22nd Avenue S St Petersburg, FL 33712
10. Youth Development Initiatives (YDI)
900 N Martin Luther King, Jr. Avenue
Clearwater, FL 33755
11. The Bethel Community Foundation, Inc. (Truancy Intervention Program Services)
2901 54th Avenue S.
St. Petersburg, FL 33711

An organizational chart for each NFC is attached (Attachment 2) for reference.

Accounting/Bookkeeping services

The accountants are currently responsible for functions such as the monthly financials (JWB’s dollars), journal entries, payroll forecasts, review accounts payable voucher packets prior to being released for mailing, assist executive directors with the preparation of the yearly budget and budget amendments, etc. The fiscal specialist is responsible for accounts payable for each of the NFCs and also limited benefit administration. The fiscal specialist assists with open enrollment as well as prepares the yearly census for the insurance broker.

The NFCs revenue is comprised of their JWB funding as well as their Sources of Other Revenue (SOR) funding that they receive from grants, fundraising, program fees, in-kind, etc. The Juvenile Welfare Board currently provides ASO services for the NFCs funding from JWB, in accordance with JWB’s fiscal year (FY) of October 1 – September 30. The ASO staff utilize Great Plains accounting software. The NFCs either have someone in-house who does the accounting for the SOR dollars or utilizes an outside person or firm to account for these dollars. The majority, if not all, of the NFCs utilize QuickBooks accounting software to manage their SOR funding. JWB advances each NFC one quarter of their JWB allocation the first business day of the month of the quarter. During the year, expenditures are offset by these advances. After the end of the fiscal year, and all expenditures have been paid, the excess amount of advance dollars will be paid back to JWB. These dollars are required to be paid back to JWB within 60 days after JWB’s year end. Therefore, the excess amount must be paid back to JWB by November 30th.

The NFCs follow the standards of accounting and financial reporting prescribed for voluntary health and welfare organizations (not-for-profit organizations) and utilize the accrual basis of accounting, which recognizes revenue when earned and expenses as incurred. As of FY17 the funding breakdown and percentage of dollars by funding is shown below:

AGENCY	JWB FUNDING*	SOR FUNDING**	TOTAL FUNDING	SOR % of TOTAL	JWB % of TOTAL
Citizen's Alliance for Progress, Inc.	\$514,590	\$92,532	\$607,122	15%	85%
Clearwater Neighborhood Family Center, Inc.	\$437,805	\$38,716	\$476,521	8%	92%
Family Center on Deafness, Inc.	\$396,664	\$257,009	\$653,673	39%	61%

Greater Ridgecrest Area Youth Development Initiative	\$385,462	\$14,721	\$400,183	4%	96%
High Point Community Pride Neighborhood Family Center, Inc.	\$396,087	\$48,707	\$444,794	11%	89%
InterCultural Advocacy Institute	\$547,211	\$92,049	\$639,260	14%	86%
James B. Sanderlin Family Services Center, Inc. - NFC	\$880,095	\$153,314	\$1,033,409	15%	85%
James B. Sanderlin Family Services Center, Inc. - FBO	\$604,516	\$0	\$604,516	0%	100%
James B. Sanderlin Family Services Center, Inc. - YDF	\$109,861	\$40,550	\$150,411	27%	73%
Lealman and Asian Neighborhood Family Center, Inc.	\$567,772	\$154,525	\$722,297	21%	79%
Safety Harbor Neighborhood Family Center, Inc.	\$329,661	\$243,432	\$573,093	42%	58%
The Bethel Community Foundation	\$148,076	\$200,066	\$348,142	57%	43%
Youth Development Initiatives	\$172,020	\$22,118	\$194,138	11%	89%
	\$5,489,820	\$1,357,739	\$6,847,559		
<i>*JWB funding - Source is the FY17 lapse spreadsheet (actual expenses)</i>					
<i>**SOR funding - Source is the FY17 audited financial report</i>					

JWB utilizes GEMS (Grant Evaluation and Management System) a web-based system for JWB funded agencies to enter their annual budget (all sources of revenue) and budget amendments as well as submit for reimbursement for JWB funded expenditures.

The FY18 budget for each of the NFCs is listed below. The budget amount for each is the dollars funded by both JWB and SOR.

AGENCY	JWB FUNDING	SOR FUNDING	TOTAL FUNDING
Citizen's Alliance for Progress, Inc.	\$632,630	\$300,178	\$932,808
Clearwater Neighborhood Family Center, Inc.	528,003	30,908	558,911
Family Center on Deafness, Inc.	480,020	146,513	626,533
Greater Ridgecrest Area Youth Development Initiative	474,087	25,315	499,402
High Point Community Pride Neighborhood Family Center, Inc.	497,979	194,281	692,260
InterCultural Advocacy Institute	613,402	191,345	804,747
James B. Sanderlin Family Services Center, Inc. - NFC	902,061	74,927	976,988
James B. Sanderlin Family Services Center, Inc. - Faith Based Organization (sub-contract)	673,698	15,600	689,298
James B. Sanderlin Family Services Center, Inc. - Youth Development Foundation (sub-contract)	109,861	200,534	310,395
Lealman and Asian Neighborhood Family Center, Inc.	647,768	207,736	855,504
Safety Harbor Neighborhood Family Center, Inc.	419,515	147,750	567,265
The Bethel Community Foundation	209,523	179,434	388,957
Youth Development Initiatives	176,098	163,042	339,140
Total Funding	\$6,364,645	\$1,877,563	\$8,242,208

NOTE: The SOR funding is based on amount provided in NFC's FY 18 budget in GEMS

The ASO issues checks weekly based on the submission from each of the NFCs for reimbursement. The majority of the NFCs submit requests weekly. A NFC may have a special condition in their contract that allows them to submit other than weekly. Currently each NFC uploads the documentation required to cut a check into their SharePoint (web-based) site. The due date for NFCs to upload invoices, check requests, etc. is by Friday by 5:00 PM. The check date will be the following Friday. Monday is the date that the Fiscal Specialist downloads the documentation that was uploaded into SharePoint the previous Friday in order to verify that the documentation has the correct approval, correct general ledger code and any supporting documentation, etc. that may be required.

For FY17 the amount of checks cut for each of the NFCs is listed below:

NFC	Number of Checks
Citizens Alliance For Progress	369
Clearwater NFC	341
Family Center on Deafness	366
GRAYDI	251
InterCultural Advocacy Institute/Hispanic Outreach Center	524
High Point NFC	408
Lealman & Asian NFC	332
Safety Harbor/Mattie Williams Nfc	610
James B. Sanderlin NFC (sub- contracts - Faith Based Organization & Youth Development Initiatives	878
Youth Development Initiatives	149
Bethel Community Foundation/TIPS	274
TOTAL	4502

The NFCs adhere to JWB’s Financial Policies & Procedures for Funded Programs, <http://www.jwbpinellas.org/wp-content/uploads/2017/12/JWB-Financial-Policies-and-Procedures.pdf>. This document provides guidance on entering positions in GEMS, allowable/unallowable salary expenses, allowable/unallowable operating expenses, Field Trip guidance, including a list of approved field trip locations and guidelines on other financial areas.

Benefit Administration

The benefit administration that the ASO provides for each of the NFCs is very limited. The ASO manages changes during the year and at open enrollment. The NFCs plan year is January – December. During the year the Fiscal Specialist manages any changes in benefits that occur (if allowable). The NFCs are responsible for providing to the Fiscal Specialist any changes that occur during the year in an employee’s benefits so that the change can be made in Paycor, the NFC’s payroll provider, (with the exception of Bethel Community Foundation, the payroll provider is ADP) as well as notify the insurance carrier. The ASO assists the insurance broker with open enrollment. The start to open enrollment is for the Fiscal Specialist to complete the employee census for each of the NFCs. The insurance broker receives the rate amount(s) from the current provider(s), which determines if the broker will go out to other insurance companies to get quotes. Once this process is done, if it was determined to get quotes from other carriers, the Accounting Manager works with the insurance broker to review each of the quotes to determine if there will be a change to the carrier (health, dental, short term disability, etc) or to remain with the current carrier. Once the selection is made, the Fiscal Specialist and the insurance broker go to each NFC to review each of the plans (health, dental, etc.) and answer any questions. The employees also receive assistance to complete the renewal forms onsite. Payroll is outsourced for each of the NFCs and will continue to be outsourced.

Below is a table that shows the number of employees at each of the NFCs as of April 27, 2018 payroll:

NFC	Number of Employees
Citizen’s Alliance for Progress, Inc.	12
Clearwater Neighborhood Family Center, Inc.	9
Family Center on Deafness, Inc.	13
Greater Ridgecrest Area Youth Development Initiative	10
High Point Community Pride Neighborhood Family Center, Inc.	15
InterCultural Advocacy Institute	9
James B. Sanderlin Family Services Center, Inc. (includes FBO and YDF)	102
Lealman and Asian Neighborhood Family Center, Inc.	12
Safety Harbor Neighborhood Family Center, Inc.	20
The Bethel Community Foundation	7
Youth Development Initiatives	3
TOTAL	212

Audit

The Administrative Services Organization department of the Juvenile Welfare Board will complete the FY18 audit for each of the NFCs. The firm awarded the contract will begin with the FY19 audit. The FY17 audited financial statements for each of the NFCs is available upon request to rfp@jwbpinellas.org.

2.4 MINIMUM QUALIFICATIONS

The firm must have been established as a legal entity in the State of Florida and have performed accounting/bookkeeping for a minimum of five years.

Staff assigned to the NFC’s must have a minimum of two years’ work experience in accounting. Team leader must hold a Bachelor’s degree in accounting.

Demonstrated experience with non-profit accounting.

2.5 SCOPE OF SERVICES

The firm must provide full-service accounting/bookkeeping services and limited benefit administration for the eleven Neighborhood Family Centers (NFCs), including sub-programs of the NFCs that are funded by the Juvenile Welfare Board, beginning the second quarter of the agreement.

During the first quarter of the agreement (“transition period”), the selected firm must work with the Juvenile Welfare Board ASO accounting staff as well as the NFC staff to obtain all information needed for the transition (e.g., account balances, account reconciliations, resolve how “in-transit” items will be handled such as AP invoices entered but unpaid, historical files of paid invoices and other documents, etc.)

Below is a list of the financial accounting activities and benefit administration services to be provided to each of the NFCs, once the transition period is complete.

Accounting/Bookkeeping services

- Accounting services must be in accordance with generally accepted accounting principles and other procedures as required by the IRS and other state and federal applicable laws;
- Record all cash disbursements and cash receipts and record revenue and expenses by Funder and activity codes for all sources of revenue (including any investment accounts) provided by each of the NFCs;
- Prepare, review, and cut checks for weekly accounts payable for all funding sources;
- Maintain supporting documentation for all transactions;
- Submit reimbursement requests for JWB's expenditures through the GEMS system and all funding sources through their respective systems. JWB will provide quarterly advances of JWB revenue that must be reconciled at year-end;
- Prepare month-end close;
- Prepare the monthly reconciliation for all bank, credit card, and balance sheet accounts;
- Maintain accurate chart of accounts;
- Fixed asset management;
- Prepare journal entries as required (reclass of revenue/expenditures, year-end accruals, etc.).
- Prepare forecasts of expenses and/or revenue as required;
- Prepare year-end close.

Financial Reporting

- Prepare monthly statement of financial position, statement of activities, and statement of cash flows on or before the 15th of the following month;
- Prepare monthly/quarterly budget to actual reports (summary and detail);
- Respond to periodic requests for reports from Management or the NFC's Board of Directors.

Budget

- Prepare and/or assist NFC staff with the annual budget and budget amendments, in accordance with JWB's Financial Policies and Procedures for Funded Programs available at <http://www.jwbpinellas.org/wp-content/uploads/2017/12/JWB-Financial-Policies-and-Procedures.pdf> and JWB's Funding Renewal Timeline provided to the NFCs each year;
- Either the firm or each NFC will enter the NFC's budget (all sources of revenue) into the GEMS system for approval by the Juvenile Welfare Board;
- Either the firm or each NFC will enter budget amendments as required for each NFC into the GEMS system for approval by the Juvenile Welfare Board.

Audit – Beginning with the FY19 audit

- Participate in financial audits and reviews conducted by funded agencies, including documentation preparation and onsite support;
- Participate in exit conference with funded agency to assist with any questions by the funded agency or questions/statements the NFC may have to the funded agency;
- Prepare year-end reports, schedules and other documents requested by audit firm;
- Meet with the NFC Executive Directors and audit firm during review of draft audited financials to assist with any questions by the auditor or questions/statements the NFC may have on the draft financials;
- Assist the NFC Executive Directors with a response to any audit findings;
- Provide documentation and/or prepare schedules required for annual Workers Compensation audit.

Benefit Administration

- Assist the insurance broker with the annual open enrollment process including preparation of the census;
- Consult with the NFC Executive Directors on the selection of the insurance carrier during open enrollment process;
- Manage the changes in benefit amounts for employees in Paycor and/or ADP both after the open enrollment period as well as changes throughout the year;
- Reconcile the insurance amount invoiced to the amount per the payroll provider to ensure correct amount is being invoiced;
- Contact the broker for questions on invoice for health, vision, dental, etc.;
- Process the termination of employees through COBRA vendor as well as in vendors system to ensure COBRA offer letter is sent to terminated employee;
- Review employee's Form W-2 for accuracy.

Tax Reporting Requirements

- Verify the accuracy of the quarterly 941 and Florida unemployment tax filings, prepared by Paycor and ADP;
- Assist the audit firm by providing documentation for preparation of the IRS form 990;
- Prepare and file all 1099 and 1096 filings.

Support

- Work with Executive Directors to build and implement processes for internal controls and to increase accounting and reporting efficiencies;
- Be available to interface with internal and external groups (i.e. Executive Director of NFC, administrative staff, payroll provider, human resources consultant, external auditors, etc.) between the hours of 8:00 AM and 5:00 PM Eastern Time, Monday – Friday, excluding holidays.

2.6 PERFORMANCE MEASURES

The firm awarded the contract to perform accounting/bookkeeping services with limited benefit administration will provide monthly to the Chief Financial Officer of the Juvenile Welfare Board a report with the following information on each of the NFCs:

- The timeliness of the submittal of accounts payable for processing weekly
- The number of out-of-cycle checks requested
- The response to questions regarding accounts payable documents submitted for processing (missing account codes, approval signatures, etc.)
- The lack of documentation to support accounts payable submitted for processing
- The timeliness of providing information regarding new/termed employees to ensure changes are made regarding insurance benefits and/or collection of benefits from these employees
- The timeliness of submitting credit card statements and documentation for payment
- The timeliness of the review of monthly bank reconciliations by both the Executive Director and Board Chair (if required).

2.7 MINIMAL CONTRACT TERMS AND CONDITIONS

The contractual terms and conditions provided in Attachment 1 may be included in any contract with the firm selected by JWB. Proposer is advised that exceptions to any of the terms contained in Attachment 1 must be identified in its response to the RFP. Absence of Proposer's exceptions to the contractual terms or any portion thereof shall be deemed an acceptance of the same to with Proposer shall not object to including in the Agreement. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award. Exceptions may be considered in the selection process, and may be included in the final contract between JWB and the Proposer.

2.8 INSURANCE

The Proposer must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in Attachment 1 – Sample Contract prior to entering into a formal contract. Failure to provide the required insurance within a ten (10) day period following the award may result in JWB vacating the original determination or recommendation and proceeding with recommendation to the second responsive, responsible Proposal.

3.0 PROPOSAL REQUIREMENTS

The following must be received by the Proposal due date and must be submitted in the order provided in section 1.10 of this RFP:

3.1 FORM 1 – PROPOSAL SIGNATURE FORM

3.2 FIRM'S QUALIFICATIONS

This section must not exceed 2 pages, excluding any attachments.

1. Attach audited financial information for the past two completed fiscal (calendar) years that includes income statements, balance sheets, and a statement of cash flows, OR Privately-held companies wishing to maintain confidential financial information must attach information detailing the firm's stability including a Dunn & Bradstreet Report (D & B).
2. Provide the firm's background including a brief history, present status, future plans, core competencies, firm size, and length of time the firm has been in business.
3. Describe the firm's experience in providing the same or similar services as outlined in the RFP for not-for-profit organizations of a similar size.
4. Describe the firm's commitment to staff continuity for personnel assigned to this agreement.
5. Provide a client listing of all current not-for-profit clients.

3.3 FORM 2 – REFERENCES

Provide a minimum of three references from similar size and/or type of organizations within the last five years.

3.4 QUALIFICATIONS AND EXPERIENCE OF STAFF TO BE ASSIGNED

This section must not exceed 1 page, excluding any attachments.

1. Attach current resume(s) of the staff that will be assigned to this agreement.
2. Provide as much information as possible regarding the qualifications, experience and training, including (if relevant) continuing professional education, of the specific staff to be assigned to the NFCs.
3. Describe how the quality of staff would be assured.

3.5 APPROACH TO COMPLETE THE SCOPE OF WORK

This section must not exceed 10 pages, excluding any attachments.

1. Firms should describe their approach to completing the scope of work in the RFP, being sure to list any items they do not feel they would be able to complete, and any recommendations for alternate or optional services.
2. State what accounting software will be utilized and how information will be shared back and forth with the NFCs.
3. State what your turnaround time will be to questions asked by a NFC.
4. State the hours of operation that staff will be accessible to staff of the NFC.
5. Describe your recommended approach/policy regarding issuing checks on an emergency basis and out-of-cycle checks.
6. Describe your data recovery model including data backups and disaster recovery capabilities.

7. Provide an implementation plan for the transition period.
8. Attach a sample of a monthly/year-to-date financial report.

3.5 FORM 3- FEES

Provide an all-inclusive firm, fixed price for the transition period, a firm, fixed monthly fee for each NFC for the initial contract period, and any price adjustments for the renewal periods. The price must be itemized by each of the NFCs listed in the proposal.

3.7 FORM 4 – CONTRACT TERMS & CONDITIONS COMPLIANCE CHECKLIST

3.8 FORM 5 - NON-COLLUSION AFFIDAVIT

3.9 FORM 6– IRS W-9

DRAFT

FORM 1 – PROPOSAL SIGNATURE FORM

Firm Name: _____ D/B/A: _____

Telephone Number: _____ Fax: _____

Firm's Website Address: _____

Tax ID number (EIN/SSN): _____

Type of Entity: Individual or Sole Proprietorship Partnership Limited Liability Company Corporation Not-for-Profit Unit of Government *(mark appropriate box)*

Licensed to do business in Florida? Yes No N/A

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Contact Name and Title: _____

Contact Telephone Number: _____ Contact Email Address: _____

The undersigned, as authorized Proposal responder, declares that he/she has carefully examined all requirements herein and that he/she fully understands the requirements of the same.

The undersigned further agrees that the information provided in this Proposal is true and correct and agrees to perform such services in the manner described and subject to the terms and conditions set forth in the Proposal or as mutually agreed upon by subsequent negotiation.

SIGNATURE: _____ **DATE:** _____

Please sign in blue ink.

PRINT NAME/TITLE: _____

FORM 2 – REFERENCES

Firm Name: _____

Provide at least three references for customers for whom you have performed similar services. All references will be contacted by a JWB designee via email or phone to obtain answers to questions, as applicable before an evaluation decision is made.

Reference 1:

Entity Name	
Service Provided	
City, State	
Contact Person	
Contact Title	
Contact Phone	
Contact Email	

Reference 2:

Entity Name	
Service Provided	
City, State	
Contact Person	
Contact Title	
Contact Phone	
Contact Email	

Firm Name: _____

Reference 3:

Entity Name	
Service Provided	
City, State	
Contact Person	
Contact Title	
Contact Phone	
Contact Email	

Reference 4:

Entity Name	
Service Provided	
City, State	
Contact Person	
Contact Title	
Contact Phone	
Contact Email	

FORM 3- FEES

Neighborhood Family Centers/Tasks	Monthly Fee
Transition Period (Flat fee for Quarter 1, Year 1, to include all of the NFCs)	
Citizen’s Alliance for Progress, Inc.	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
Clearwater Neighborhood Family Center, Inc.	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
Family Center on Deafness, Inc.	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
Greater Ridgecrest Area Youth Development Initiative	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
High Point Community Pride Neighborhood Family Center, Inc.	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	

Subtotal:	
InterCultural Advocacy Institute	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
James B. Sanderlin Family Services Center, Inc. (includes FBO and YDF)	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
Lealman and Asian Neighborhood Family Center, Inc.	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
Safety Harbor Neighborhood Family Center, Inc.	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
The Bethel Community Foundation	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	

Youth Development Initiatives	
Full Service Accounting/Bookkeeping Services	
Benefit Administration	
<i>Alternate or Optional Services:</i>	
Subtotal:	
TOTAL PRICE (INITIAL CONTRACT PERIOD): Transition Period Fee + (Monthly Fees x 21months)	
Any Price Adjustment for Renewal Periods	
TOTAL 5 YEAR PRICE:	

DRAFT

FORM 4- CONTRACT TERMS & CONDITIONS COMPLIANCE CHECKLIST

Proposers are to mark the Comply, Exception, or Not Comply column for each Minimal Contract Term and Condition in Attachment 1. *Comply* indicates the Proposer understands and agrees to comply fully. Exceptions must be fully explained below.

#	Title	Comply	Exception	Not Comply
I	Purpose			
II	Documents			
III	Staff			
IV	Services			
V	Payment			
VI	Method of Payment			
VII	Termination			
VIII	Commencement of Payment			
1	Agreement Revisions			
2	Waiver			
3	Communications			
4	Public Entity Crimes			
5	Certification that Provider is legally able to contract with JWB			
6	Assignments and Subcontracts			
7	Confidential Information			
8	Public Records			
9	Return of Funds			
10	Special Situations and Incidents			
11	Compliance with all applicable laws			
12	Conflict of Interest			
13	Insurance, Public Liability, Bodily Injury, and Property Damage			
14	Indemnification			

For all items marked as Exception, Proposer must list the Exception by number and title and fully explain the exception below:

FORM 5 - NON-COLLUSION AFFIDAVIT

This Affidavit set forth below must be executed on behalf of the Proposer and furnished with every Proposal.

_____(Name)_____, being dully sworn, deposes he/she is the _____(Title)_____ of _____(Firm)_____, a Proposer that has submitted to JWB a Proposal for a/an _____(Good/Service)_____, as fully set forth in said Proposal and that, except as specified below, the aforementioned Proposer constitutes the only person, firm, or corporation having any interest in said Proposal or in any contract, benefit, or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

_____(If no exceptions, please state)_____.

Proposer further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud; and that no member of JWB is directly or indirectly interested in said Proposal.

Proposer certifies that to the best of their knowledge and belief: 1) the prices in the Proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor; and 2) no attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

(Affiant)

SWORN TO and subscribed before me, a Notary Public, in and for the below named State and City this _____(Day)_____ day of _____(Month)_____, _____(Year)_____.

(Notary Public)

City

State

FORM 6 – IRS W-9

Form W-9
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ATTACHMENT 1 - SAMPLE AGREEMENT

I. PURPOSE

The Juvenile Welfare Board of Pinellas County, hereinafter referred to as "JWB", and _____, hereinafter referred to as "Contractor", enter into this mutual Agreement, including all attachments referred to herein, for the period commencing ____ and extending through _____. 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. DOCUMENTS

The following documents, hereinafter referred to as "Contract Documents" are hereby incorporated into and made part of this Agreement:

1. Request for Proposals for Administration Services Organization prepared by JWB, hereinafter referred to as "RFP" or "Attachment 2".
2. The Contractor's response to the RFP dated _____, "Attachment 3".

In the event of any conflict between or among the Contract Documents or any ambiguity or missing specifications or instruction, the following priority is established:

1. First, this Agreement and Attachment 1;
2. Second, Attachment 2; and
3. Third, Attachment 3.

III. STAFF

Contractor may employ staff at its expense, or as outlined in the Proposal, to execute the deliverables provided in accordance with this Agreement. The Contractor shall not be considered an employee of JWB and are subject to the supervision, personnel practice and policies of the Contractor. The Contractor agrees to comply with all applicable federal, state, and local laws and regulations. The Contractor will ensure that individuals assigned to this project meet the qualifications necessary to successfully complete the assignment; any changes in assignment of work must be with prior written approval of JWB.

IV. SERVICES

Contractor agrees to deliver the Services, as defined in the Contract Documents, pursuant to the General Conditions listed in Attachment 1 and any special conditions as stated in Section IX of this Agreement.

V. PAYMENT

JWB shall pay Contractor an amount not to exceed \$XXX for in accordance with Attachment 2.

VI. METHOD OF PAYMENT

1. Invoices shall be submitted timely and only for deliverables per this Agreement. Invoices must be accompanied by the appropriate documentation as prescribed by JWB. The final invoice must be received by JWB no later than fifteen (15) days after this Agreement expires.

2. JWB shall reimburse the Contractor for allowable expenses within thirty (30) days of receipt of Contractor's proper invoice, as provided in Florida Statutes Chapter 218 Part VII.
3. To be deemed proper, all invoices must contain: (a) name and address of the Contractor; (b) invoice date; (c) the deliverable number and task letter or number associated with the good/service delivered; (d) an accurate description of goods and/or services delivered; (e) the correct quantity, unit price and total cost of goods and services delivered; (f) purchase order number and any discounts, when applicable; and (g) address to which payment should be mailed.

VII. TERMINATION

1. 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 Contractor. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
2. 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.
3. In addition to the rights as set forth in paragraph VII.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.
4. Contractor 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.
5. Contractor shall only be compensated for services performed prior to the termination date.
6. The above provisions shall not limit JWB's right to remedies at law or to damages.

VIII. COMMENCEMENT OF PAYMENT

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

IX. SPECIAL CONDITIONS

None

X. SIGNATURES

 Dr. Marcie A. Biddleman,
 Chief Executive Officer,
 Juvenile Welfare Board of Pinellas County

 Authorized Signatory Name,
 Title,
 Firm Name, Inc.

 Date

 Date

ATTACHMENT 1

GENERAL CONDITIONS

1. Agreement Revisions

This Agreement and its attachments constitute the contractual relationship between the Contractor and JWB. No amendment to this Agreement or its attachments may be made without the prior written approval of JWB and Contractor.

2. 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.

3. Communications

- a. The Contractor shall direct all communication and work products to: _____.
- b. Invoice Submission: If submitted electronically, please email to _____ and copy Finance (FinanceInvoices@jwbpinellas.org). If mailed, please send to Attn: _____.
- c. JWB will direct all communication to _____.
- d. Either party may change its address or other contact information by giving the other party prior written notice of the new address or other contact information and date upon which such change will become effective.

4. 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 36 months from the date of being placed on the convicted vendor list.

5. 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 a contract with JWB if the Provider is (1) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section 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.

6. Assignments and Subcontracts

Contractor shall not assign the responsibility of this Agreement to another party nor, except as otherwise noted in this Agreement, subcontract for any of the work contemplated under this Agreement 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 to the conditions of this Agreement and to any conditions of approval that JWB shall deem necessary.

7. Confidential Information

Contractor must follow all laws regarding confidentiality of information including, but not limited to, HIPAA. Contractor shall not use or disclose any information which specifically identifies a subject, respondent, or any individual providing confidential information for this project under this Agreement and for any purpose not in conformity with federal, state, or local law and related regulations.

In the event of an improper disclosure of JWB information by Contractor, Contractor shall inform JWB of the improper disclosure and extent thereof within 2 business days of becoming aware of the improper disclosure. Contractor shall cooperate fully with JWB and take all necessary steps to correct and remedy any damage caused by the Contractor's improper disclosure and to prevent future improper disclosure. Contractor 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 remedying the disclosure. Contractor will 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. JWB owns all data created as a result of this contract and has full discretion as to the use of the data. This provision shall survive the termination of this Agreement.

8. Public Records

JWB is a public entity subject to Florida's Public Records Law, which includes provisions relating to records retention, production and confidentiality.

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:

- 1) Keep and maintain public records required by JWB to perform the service.
- 2) 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.
- 3) 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.
- 4) 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 Contractor should be cognizant exist. However, for all Contractors, any and all contracts between JWB and Contractor, 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, Contractor 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 Contractor 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 Contractor will work together to respond to any such request. This provision shall survive termination of this Agreement.

9. Return of Funds

Contractor 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 Contractor fail to return said funds, Contractor 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.

10. Special Situations and Incidents

Contractor 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.

11. Compliance with all applicable laws

Consultant (and its employees and contractors) represents that all actions taken by Consultant will be in conformity with all local, state and federal, laws, rules, regulations, directives and orders.

12. Conflict of Interest

The Contractor represents that it presently has 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 Contractor further represents that no person having any such interest shall be employed by the Contractor during the agreement term and any extensions.

The Contractor shall promptly notify the JWB point of contact, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor’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 Contractor 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 Contractor. JWB agrees to notify the Contractor of its opinion, within thirty (30) days of receipt of notification by the Contractor.

13. Insurance, Public Liability, Bodily Injury, and Property Damage

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

A. Worker’s Compensation

Part One:		“Statutory”
Part Two:	Each Accident	\$500,000
Disease -	Policy Limit	\$500,000
Disease -	Each Employee	\$500,000

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	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each occurrence	\$1,000,000

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 Contractor).

C. Automobile

Combined single limit	\$500,000
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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. Professional Liability

Each Claim	\$3,000,000
Annual Aggregate	\$3,000,000
Deductible or Self Insured Retention	\$25,000 Maximum per claim

Such insurance shall be on a form acceptable to JWB and shall cover Contractor 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. A maximum deductible or self-insured retention of \$5,000 per claim/occurrence shall be permitted for this coverage.

E. Crime

Employee Dishonesty	\$3,000,000
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Forgery and Alteration	\$3,000,000
Robbery (on or off premises)	\$3,000,000
Computer Fraud	\$3,000,000
Funds Transfer Fraud	\$3,000,000
Deductible or Self Insured Retention	\$25,000 Maximum per claim

Such insurance shall be no more restrictive than that provided by the latest edition of the Insurance Services Office (ISO) Commercial Crime Coverage Form (Discovery Form) (Form CR 00 20) with the attachment of the most recent version of the ISO Client's Property endorsement (Form CR 04 01).

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.

Evidence of Insurance:

Contractor shall not commence work until the required insurance is in force and evidence of insurance acceptable to JWB has been provided to, and approved by, 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 Contractor hereby agrees to provide same. An appropriate Certificate of Insurance (which identifies the project) 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 (which identifies the project) 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 Contractor 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. The Contractor's disclosure of deductibles and self-insured retentions should also include a listing of those policies to which no deductible or self-insured retention is applicable.

Until such insurance is no longer required by this Agreement, Contractor 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, Contractor 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. Contractor 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.

Notice of Cancellation:

All required policies must be endorsed to provide JWB with 30 days prior notice of cancellation.

Primary and Non-Contributory: The insurance provided by the Contractor 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 Contractor.

Deductibles/Self-Insured Retentions: Except as otherwise specifically authorized in this Agreement, no deductible or self-insured retention for any insurance required of Contractor 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), Contractor shall be solely responsible for paying any such deductible or self-insured retention.

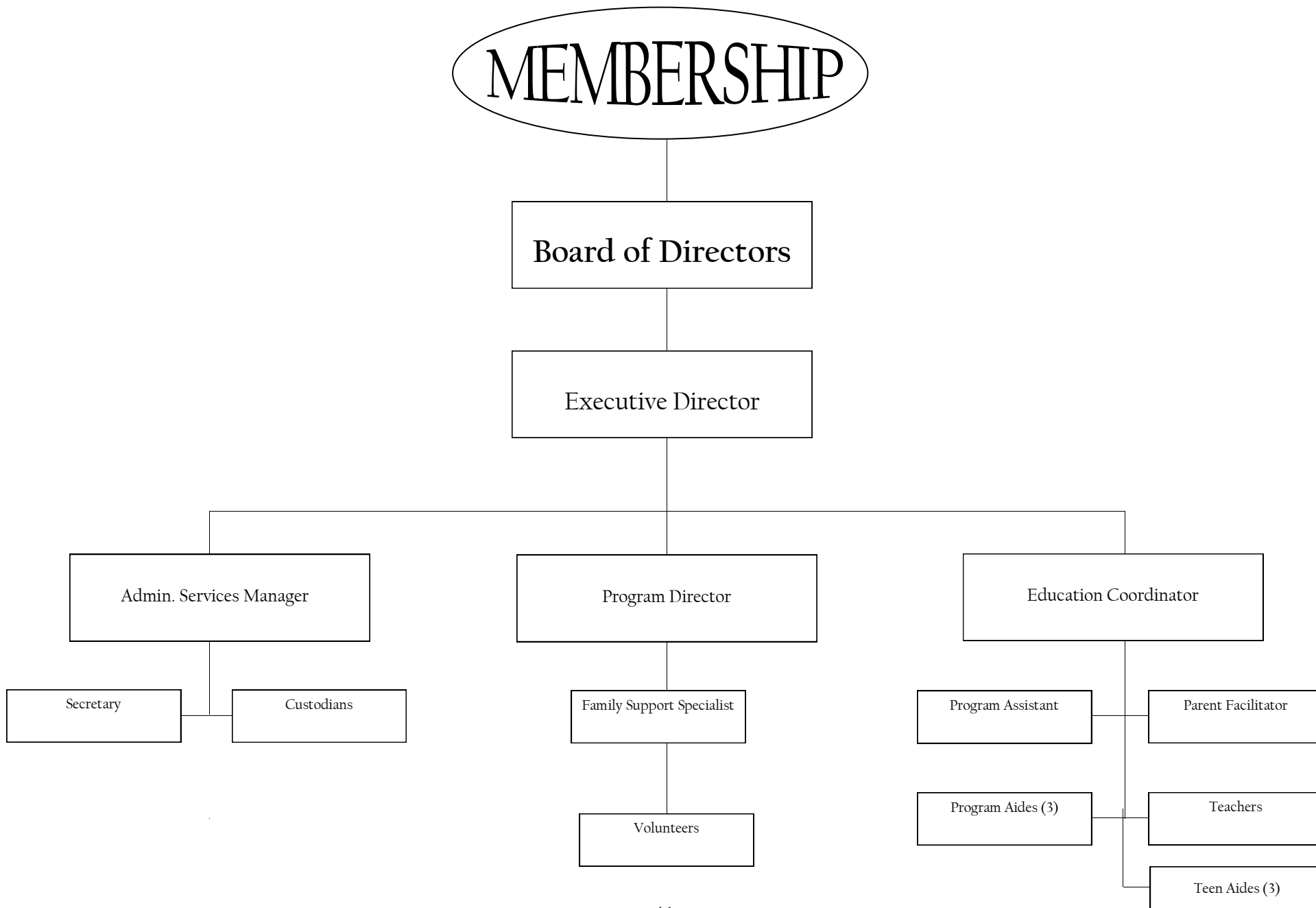
Non-Waiver/Remedies: Compliance with these insurance requirements shall not limit the liability of Contractor, its subcontractors, sub-subcontractors, employees or agents. Any remedy provided to JWB or JWB's officials, officers or employees by the insurance provided by Contractor shall be in addition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

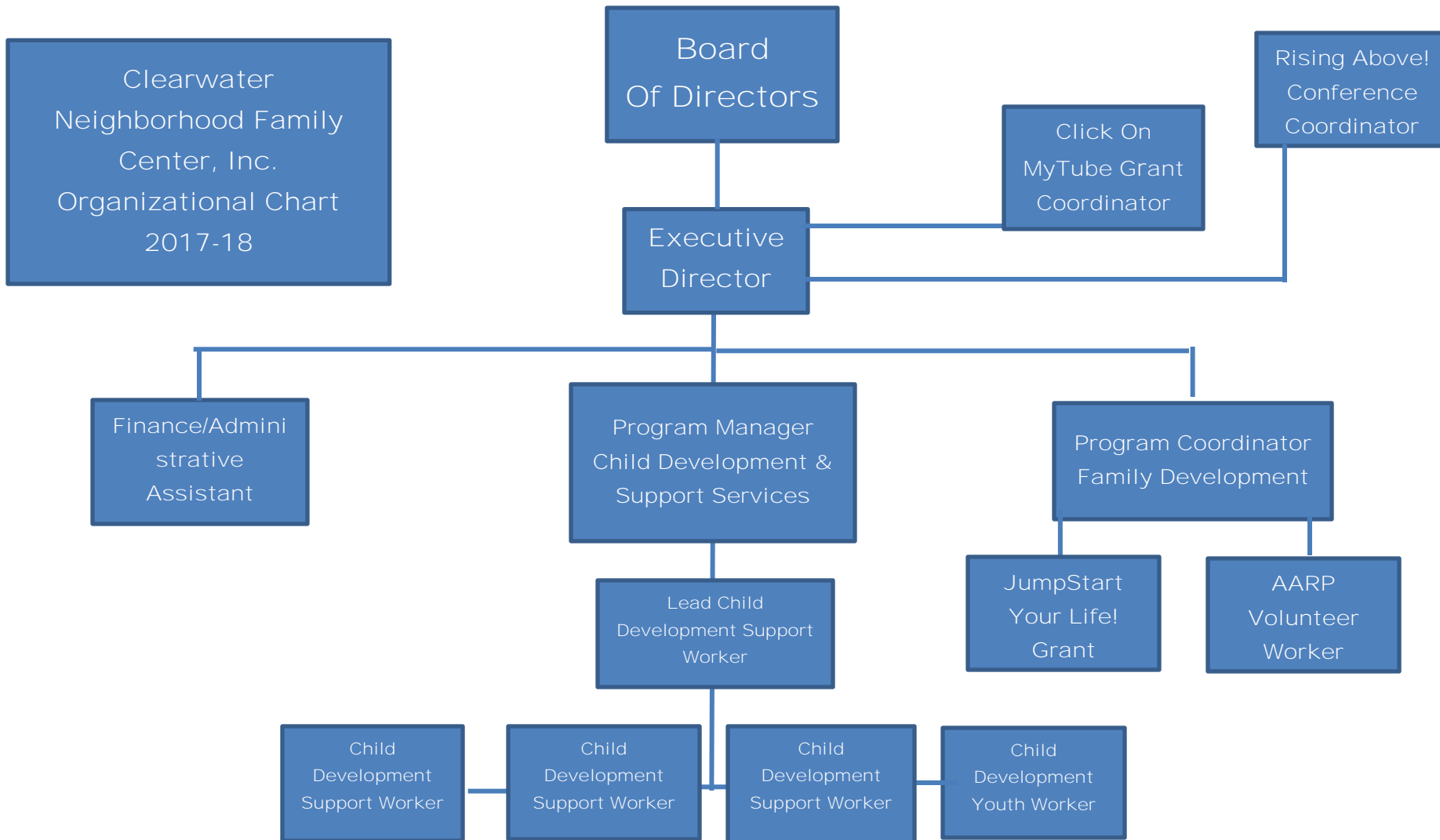
Neither approval nor failure to disapprove insurance furnished by Contractor shall relieve Contractor from the responsibility to provide insurance as required by this Agreement.

14. Indemnification

Contractor shall defend, indemnify, and hold harmless JWB, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including court costs and attorney's fees 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 Contractor, its agents, employees, or subcontractors, arising out of or relating to its performance of this Agreement or for Contractor'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 Contractor 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.

Citizens Alliance for Progress, Inc. - Organizational Chart



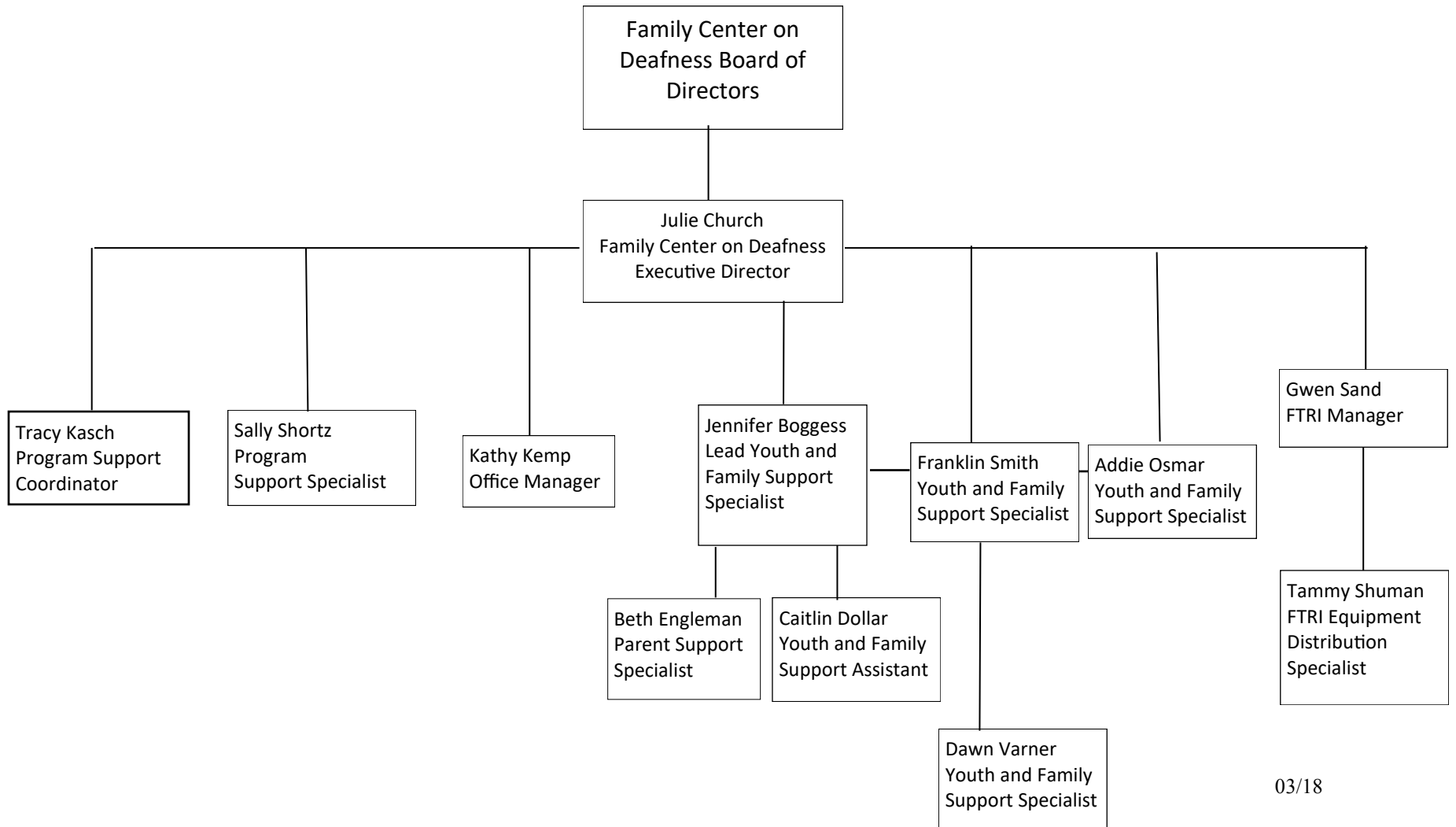


CLEARWATER NEIGHBORHOOD FAMILY CENTER 2018 ORGANIZATION CHART

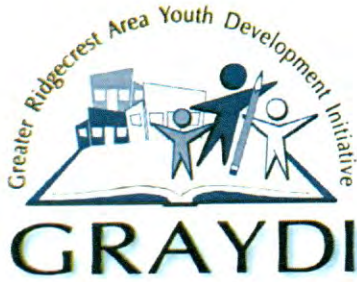
WWW.CLEARWATERNFC.ORG

727-442-5355

Family Center on Deafness
Organizational Chart 2017-2018



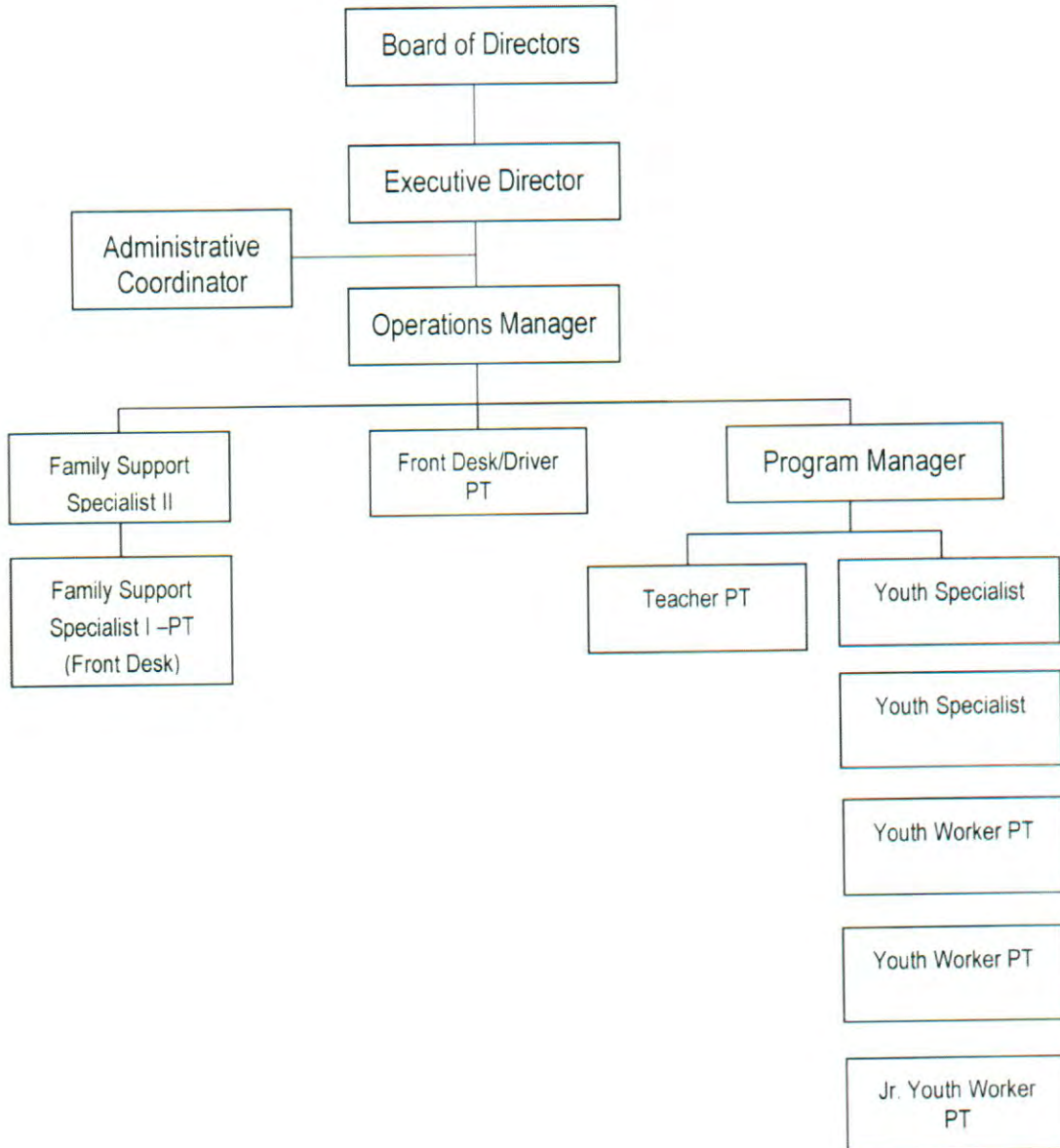
03/18



Greater Ridgecrest Area Youth Development Initiative

GRAYDI Mission Statement

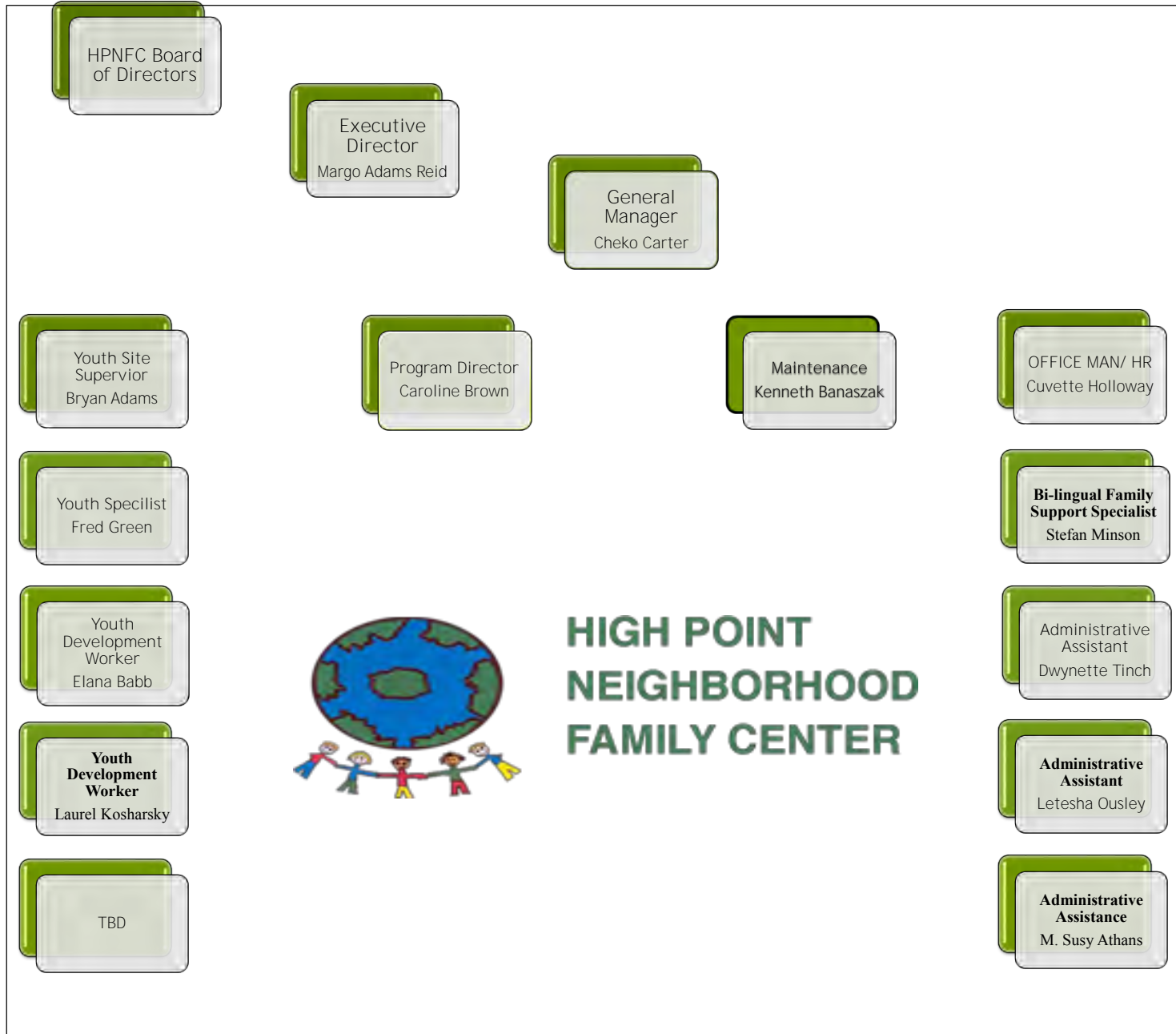
To cultivate a sustainable community by building leaders and healthy successful families



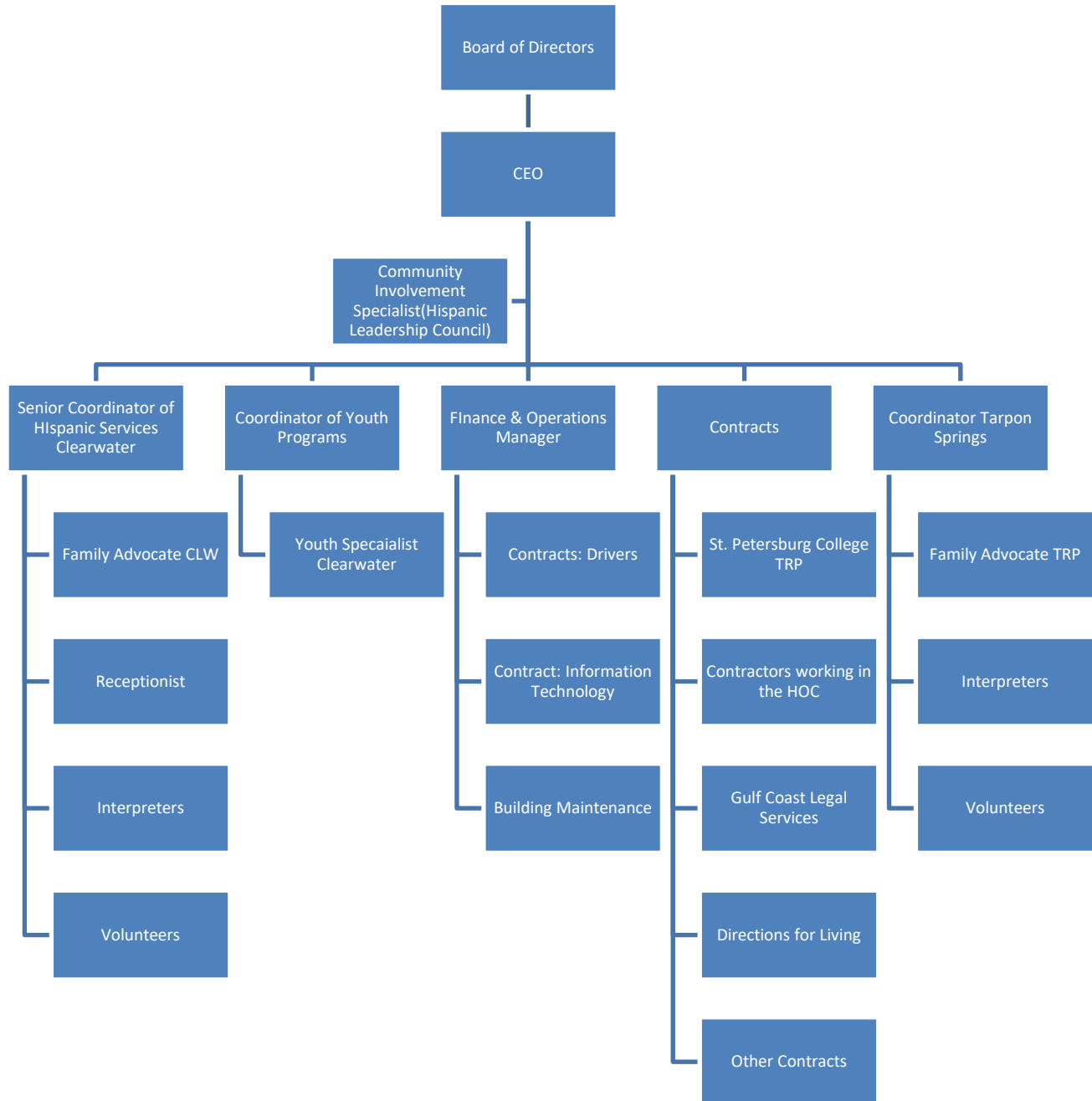
12601 130th Avenue N., Largo, Florida 33774 • (727)595-1684 • (727)595-6218 Fax

GRAYDI is supported by the Juvenile Welfare Board of Pinellas County

High Point NFC Organizational Chart



InterCultural Advocacy Institute Organization Chart



LEALMAN AND ASIAN NEIGHBORHOOD FAMILY CENTER

ORGANIZATIONAL CHART

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR
CAROLYN CHANCE

FAMILY SUPPORT
PROGRAM

OFFICE MANAGER
FINANCIAL MANAGER
KIM COBHAM

YOUTH DEVELOPMENT
PROGRAM

VOLUNTEERS
JUNIOR LEADERS

FAMILY SUPPORT
SPECIALIST
LISA JENSEN

PROGRAM
COORDINATOR
DANIELLE ROSS

PROGRAM
COORDINATOR
THUAT TRUONG

FAMILY SUPPORT
SPECIALIST
SHUEMENG SCHIAMAHR
(GE)

YOUTH WORKER
STEVE FOX

YOUTH WORKER
PHUNG TRINH

JANITORIAL SERVICES
TOYI HAWKINS

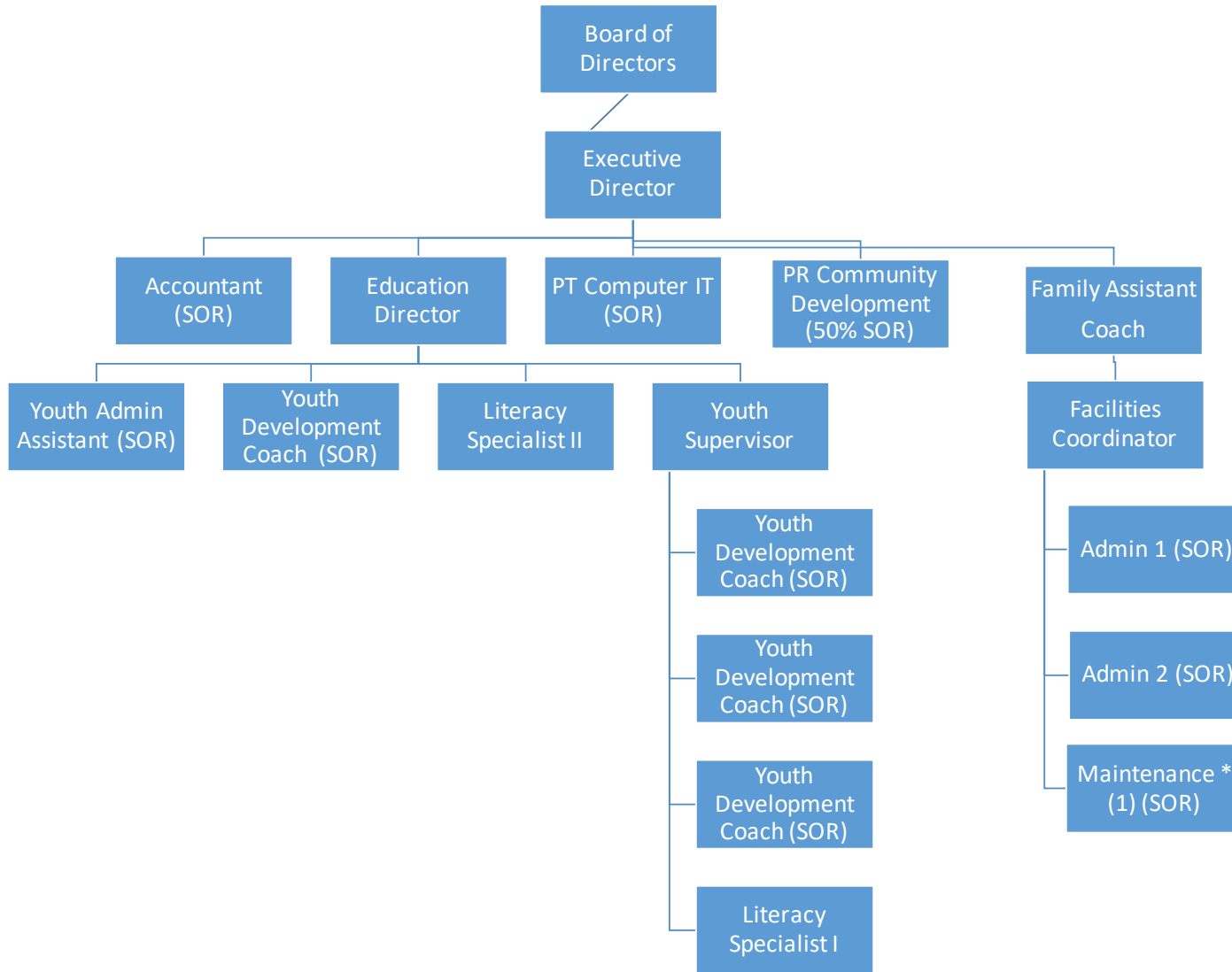
LITERACY SPECIALIST
DONNA MCGILL

VIVIAN CHAN
(LINH)
ADMINISTRATIVE ASSISTANT
YOUTH WORKER

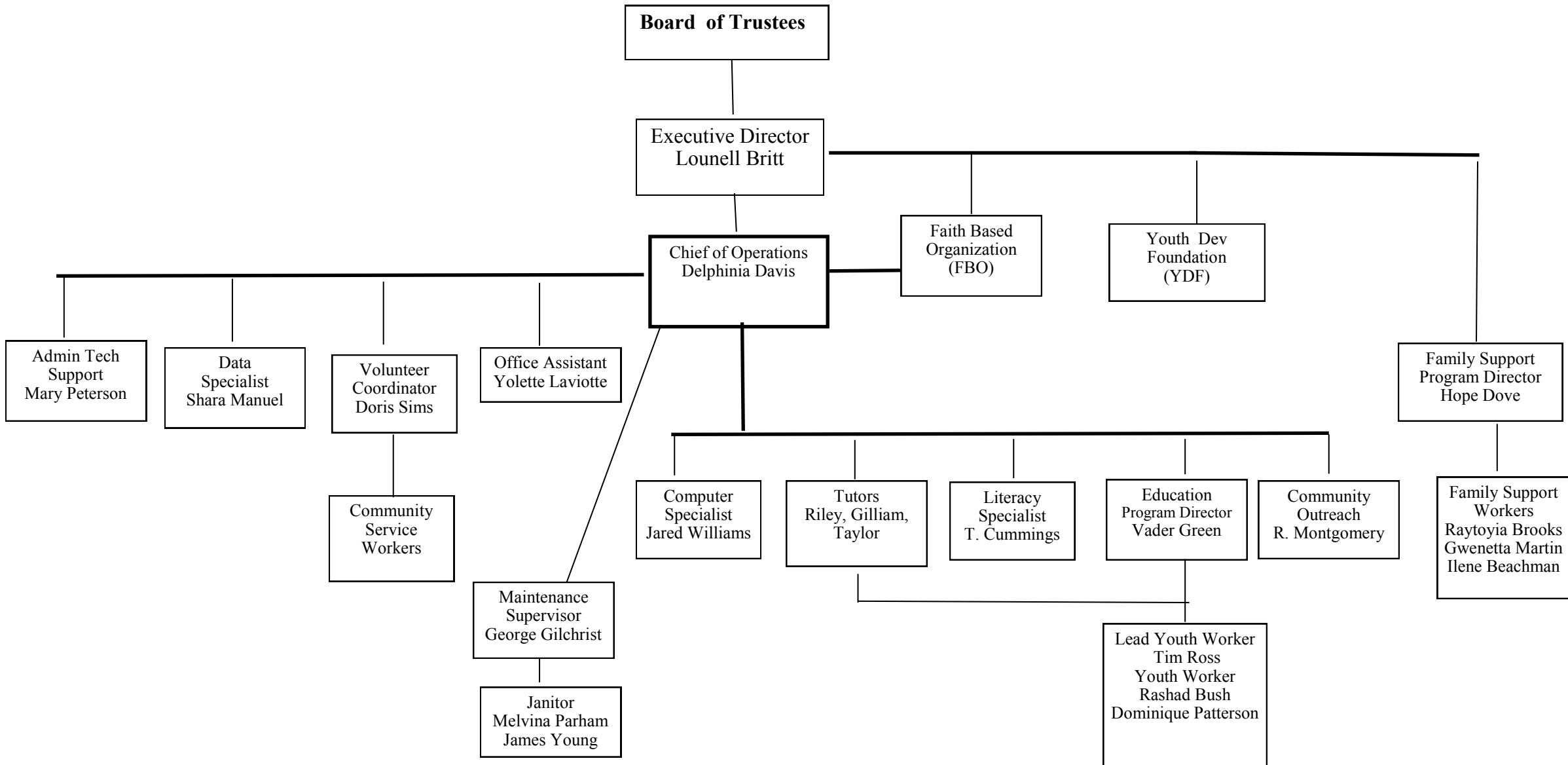
VAN DRIVER
MICHAEL PALMER

ATTACHMENT 2- ORGANIZATIONAL CHART FOR EACH NEIGHBORHOOD FAMILY CENTER

Mattie Williams Neighborhood Family Center
2016-17 Organizational Chart

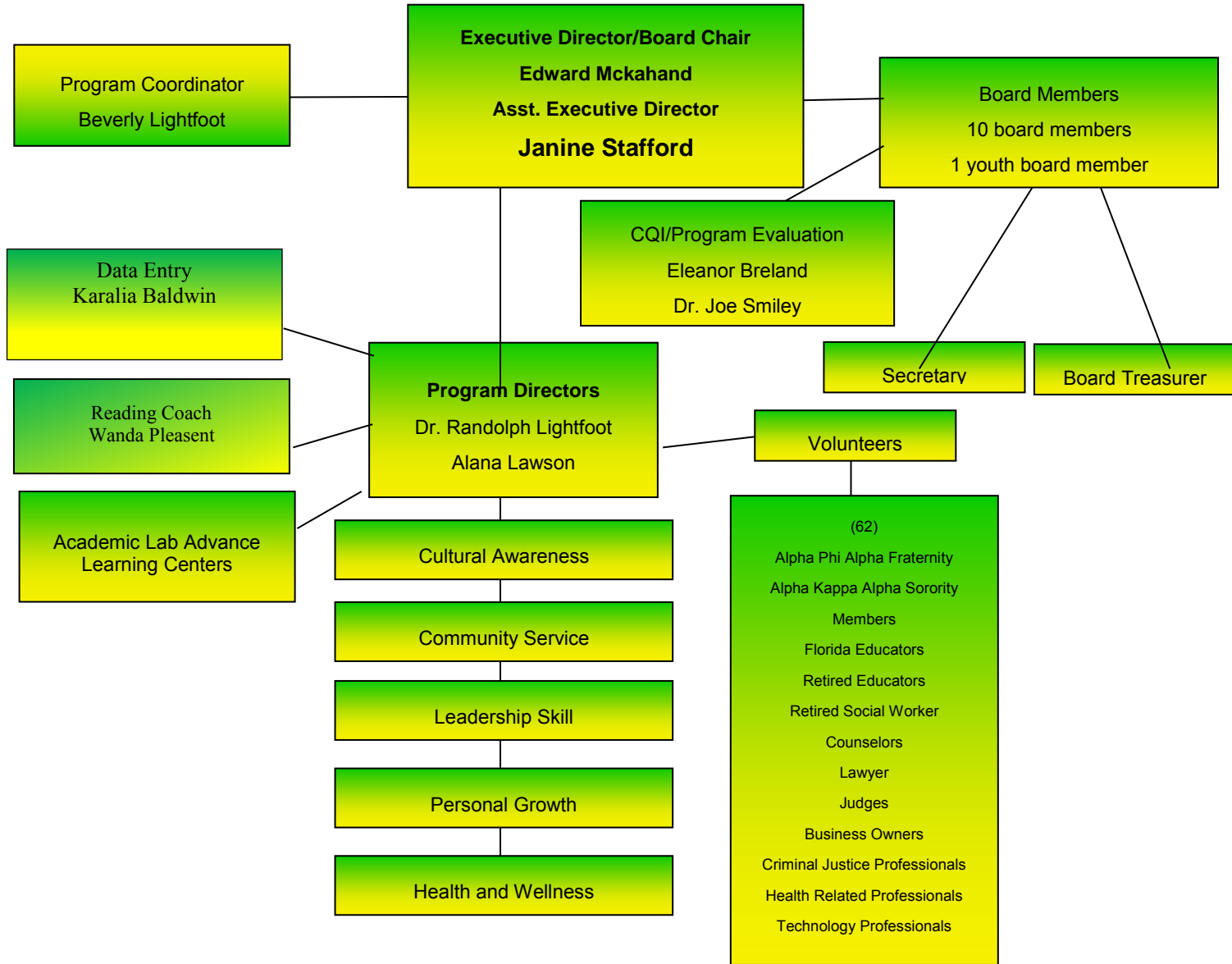


James B. Sanderlin Neighborhood Family Center Organizational Chart

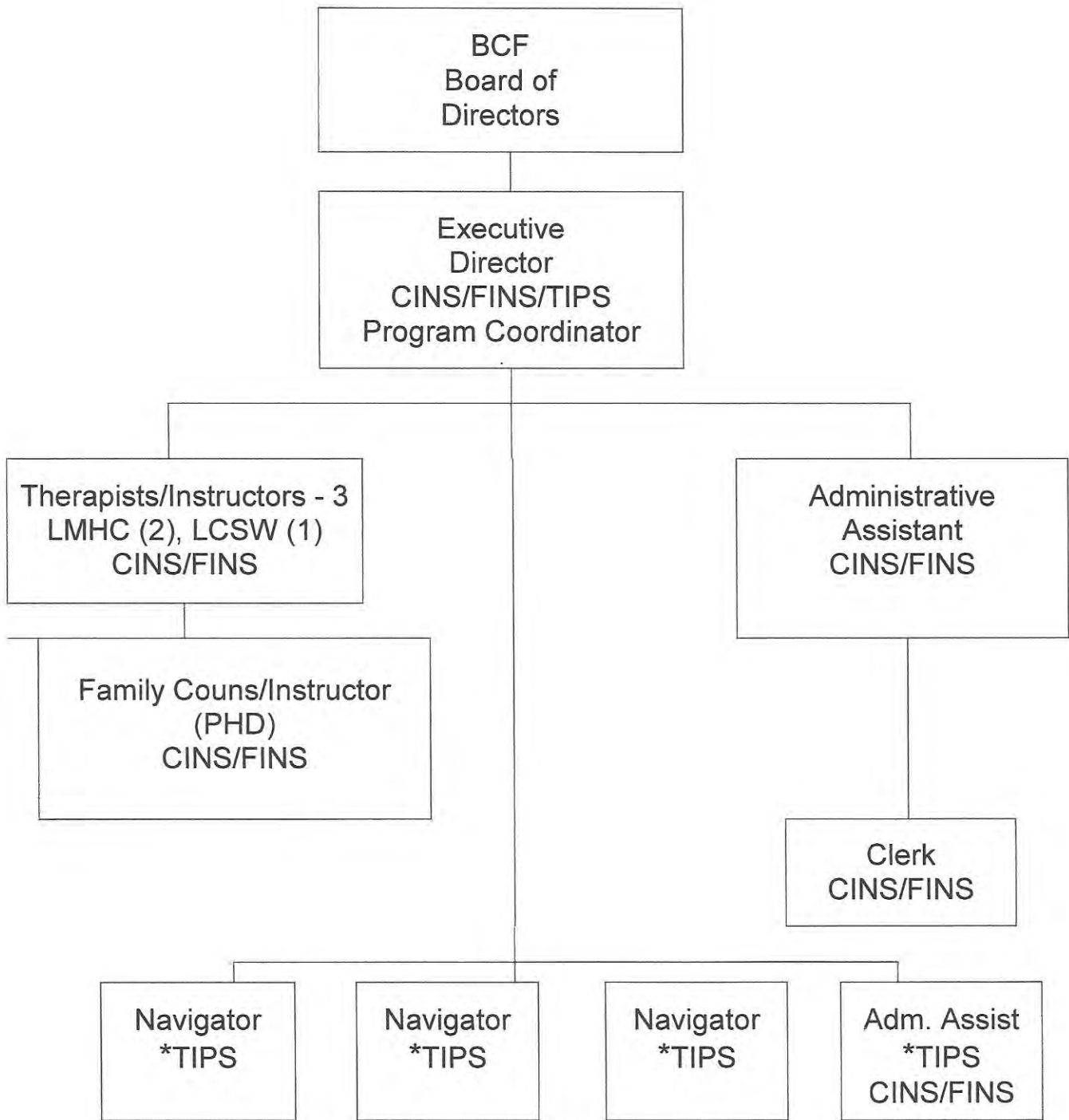




Organizational Chart Youth Development Initiatives, Inc.



Bethel Community Foundation, Inc. Agency Organization Chart



* **TIPS** - Truancy Intervention Program Services

Revised 10/30/17

Board Meeting

June 14, 2018

Allocation Increase for myON® Reading Platform

Item IV.B.

Recommended Action: Ratify Allocation Increase for myON® from \$60,500 to \$150,000

Strategic Plan Alignment: School Success

At the June 5, 2018 Finance Committee Meeting, the Finance Committee moved to increase the annual allocation for the myON Reading Platform from \$60,500 to \$150,000.

Request

Staff are requesting the ratification of an allocation increase to the investment in myON® from \$60,500 to \$150,000.

Background

myON® is a digital book library containing over 5,000 age appropriate book titles for Pre-K-12 students. The platform measures the child's reading ability (Lexile®) and matches books that align with the child's interests, and grade level. myON® has many benefits such as supporting independent reading, promoting school success, early literacy, school readiness, second language learning, audiobook ability, and children with special needs.

Current Investment

In May 2017, JWB entered into a contract with myON® for \$28,500 to serve the Neighborhood Family Centers (NFC) and Community Out-of-School Time (COST) programming. At the time, JWB entered into the agreement with myON®, Pinellas County Schools was contracting with myON® to serve over 57 schools with a total investment of \$342,000. JWB's investment was directed to serve those students who were not served in the schools funded to provide myON®.

In addition to the JWB and school investment, the United Way Suncoast funds myON® for \$60,000 in Pinellas County. Those funds are directed to Pinellas County Schools and are used to supplement the total school investment in myON®.

In February 2018, JWB expanded the contract with myON® as a part of the new and expanded funding initiative to support an early literacy pilot led by Lutheran Services. The pilot serves children birth to five in their Head Start programs. This increased JWB's funding of myON® by \$32,000; JWB's total investment after the Lutheran Services pilot project is \$60,500.

Utilization

JWB funding has served 204 students who completed approximately 3,500 books. Lutheran Services has to date completed 591 books with their Pre-K students.

In Pinellas County Schools in the 2016-2017 school year, 29,364 students read one or more books, and of those 29,364 students 1,431,483 books have been read. In addition, the private and charter schools have read an additional 34,597 books. A 25 percent improvement was gained within groups of students in the Lexile® score.

Community Model

myON® is able to provide services for every child in Pinellas County for \$600,000, regardless of what school they attend (including private schools and home schooled children). The current investment of United Way and Pinellas County Schools is \$392,000. An additional \$208,000 is required to support the community model. JWB is requesting an increase in the investment to \$150,000. This aligns with the data that supports 25 percent of the children's reading time occurs outside of school (25 percent of \$600,000 is \$150,000).

The community model provides multiple benefits:

- All children have access regardless of their socioeconomic factors.
- If the child doesn't have access to the Internet at home, then the child can download books at a NFC or school and then read at home.
- The books often supplement the school curriculum.
- All children can align their reading with their specific interests, thus increasing their desire to read.
- The testing component allows for children and parents to see measured progress in their reading.

The investment aligns with the Campaign for Grade-Level Reading, *Early Readers, Future Leaders*. The goal of the campaign is to ensure all children are reading by third grade – the platform supports the efforts of the campaign.

Staff Resource: Judith Warren

Board of Directors Meeting

June 14, 2018

FY19 Proposed Budget

V.A.

Recommended Action: Information Only

Strategic Plan Alignment: Administration

Mr. Brian Jaruszewski, Chief Financial Officer, will present an overview of the proposed FY19 budget.

Staff Resources: Brian Jaruszewski
Diana Carro
John Ondrovic

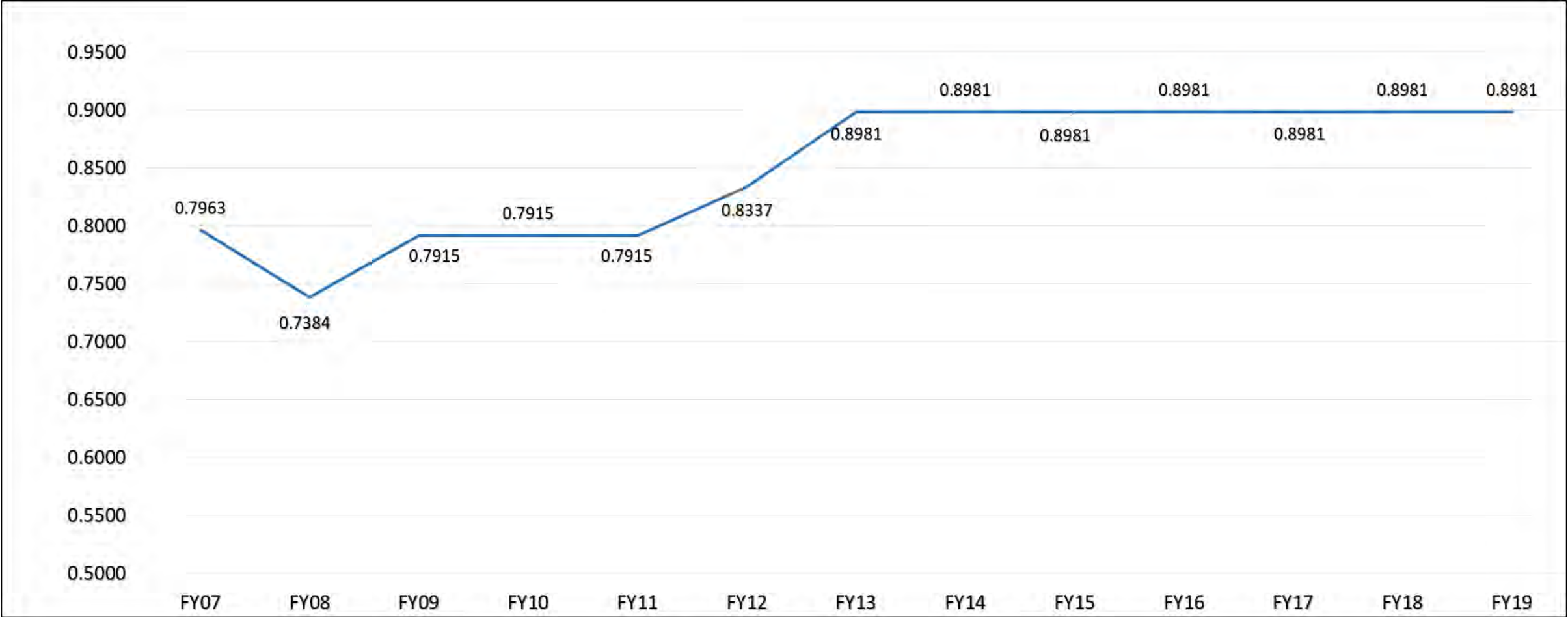


Juvenile Welfare Board

Investing in children. Strengthening our community.

**FY19 BUDGET PRESENTATION
BOARD MEETING
JUNE 14, 2018**

Millage Rate History

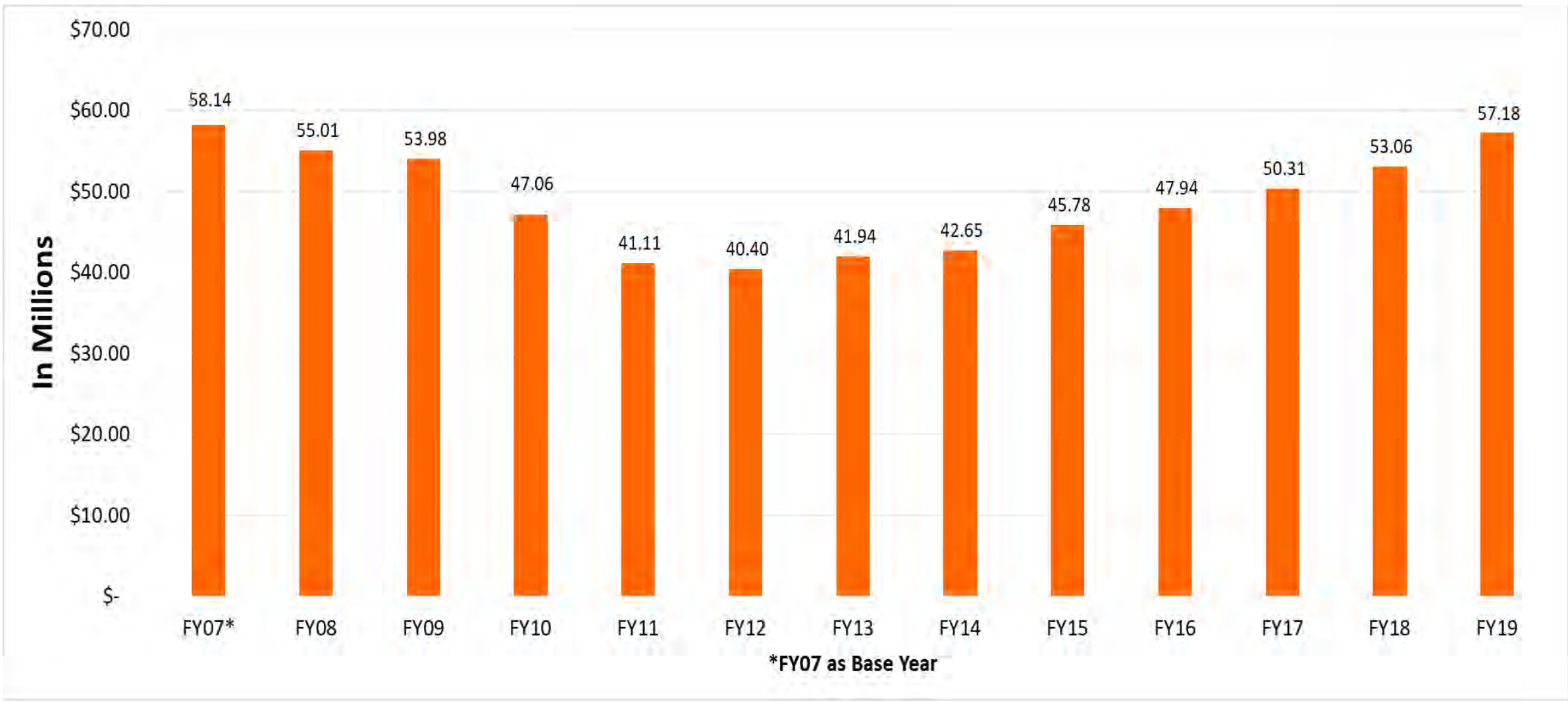


Ad Valorem Revenue



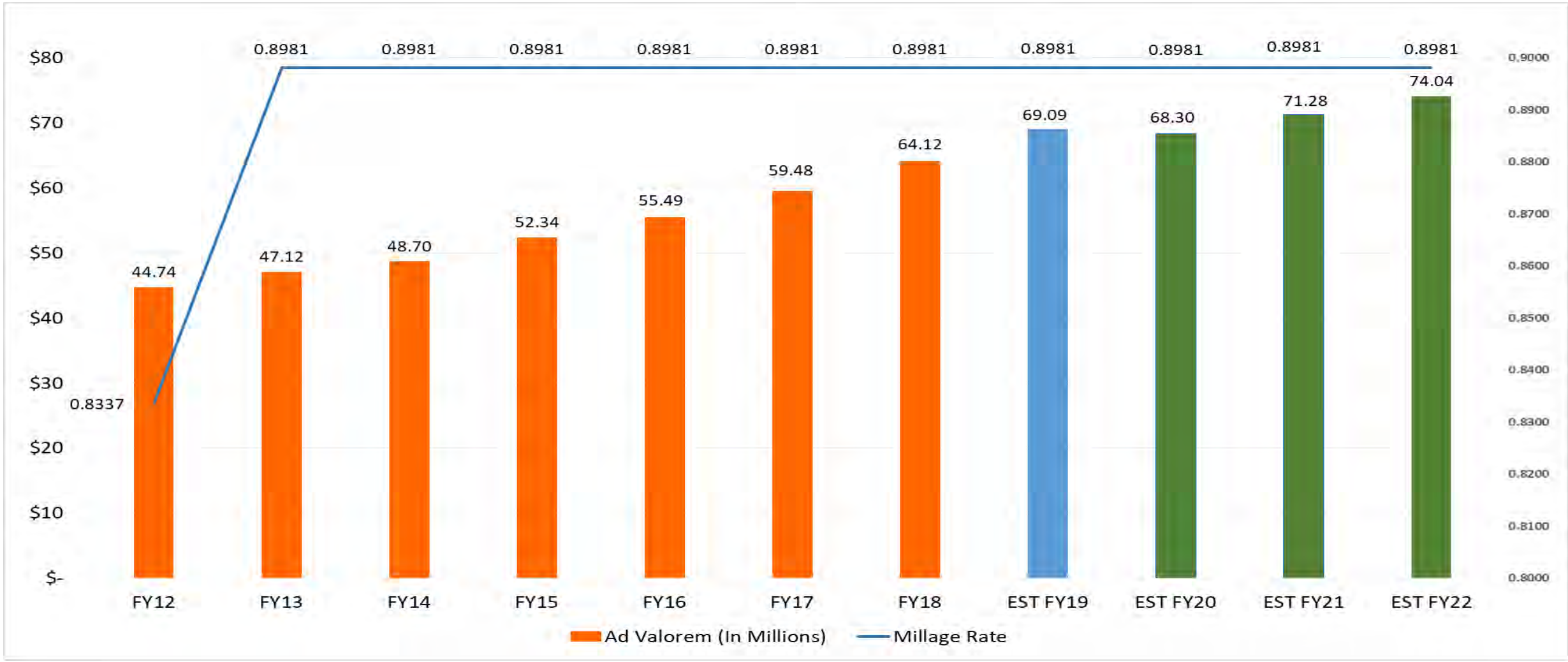


Ad Valorem Revenue Adjusted for Inflation



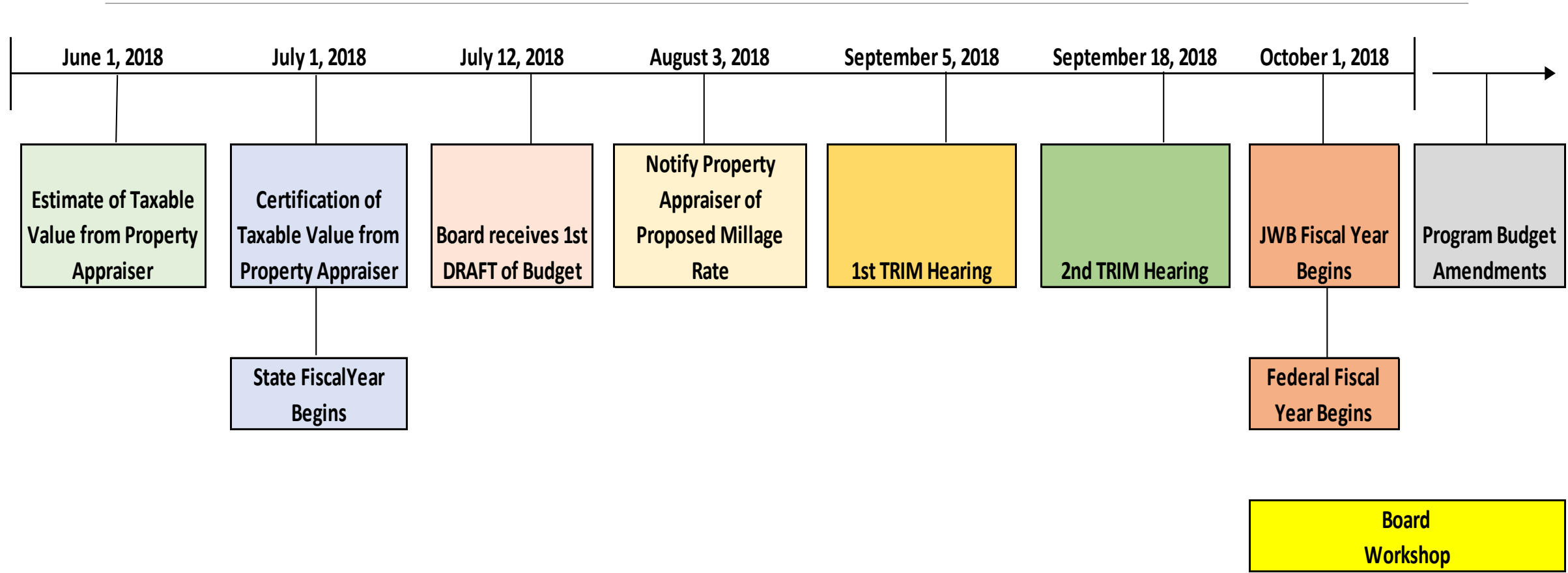


Ad Valorem/Millage Rate Comparison (7 Year History & Forecast)





FY19 Budget Timeline



FY19 Budget Revenue

- \$4.97 million (7.9%) Ad Valorem Revenue Increase
- \$350,000 (140%) Increase in Interest Earnings
- Total Revenues of \$70 million

FY19 Budget Program Expenditures

- Includes \$1 million capital Request for Applications
- Includes \$867,908 for allocation increase (COLA) for existing eligible programs
- Includes \$2.75 million for:
 - Continued funding of Strategic Plan initiatives
 - Support for existing programs impacted by Federal and/or State budget cuts

FY19 Budget Administrative Expenditures

- **Total JWB Admin Budget Increased \$295,850 (4%)**
 - Includes JWB COLA increase of 3%; net increase of \$179,281
 - Health insurance benefits projected to increase by approximately \$60,000 (6.6%)
 - Other operating expenses increased by \$10,336 (0.6%)

- **Administration Rate of 8.1%**
 - Decrease from FY18 Administrative rate of 8.4%

Key Forecast Assumptions

- Additional homestead exemption projected to reduce Ad Valorem revenues approximately 5% (\$3.96 million) beginning in FY20
- Unassigned fund balance target of one month expenditures by FY22
- No assumptions for future COLAs
- 6.5% projected lapse each year



FIVE YEAR PLANNING Budget(Forecast)/Millage Rate Calculation

	Amended FY17	Actual FY17	Amended FY18	Proposed FY19	Projected FY20	Projected FY21	Projected FY22
BEGINNING FUND BALANCE	18,191,890	19,007,980	22,648,101	24,420,847	24,214,572	23,158,691	22,221,348
Property Value	68,281,357,984	68,281,357,984	73,608,585,221	79,313,065,856	83,675,284,478	87,440,672,280	90,938,299,171
Millage	0.8981	0.8981	0.8981	0.8981	0.8981	0.8981	0.8981
Tax Revenue (97%)	59,483,783	59,293,722	64,124,634	69,094,133	72,894,310	76,174,554	79,221,536
Additional Homestead Exemption					(3,462,480)	(3,717,318)	(3,961,077)
Other Revenue	373,000	585,726	591,691	935,291	935,291	935,291	935,291
TOTAL NET REVENUES	59,856,783	59,879,448	64,716,325	70,029,424	70,367,121	73,392,527	76,195,750
TOTAL RESOURCES	78,048,673	78,887,428	87,364,426	94,450,270	94,581,693	96,551,217	98,417,098
Administration	7,091,348	6,448,734	7,344,256	7,640,106	7,908,708	8,215,184	8,565,190
Non-Administration	2,183,036	2,083,289	2,333,938	2,210,054	2,261,296	2,313,768	2,367,499
Program Continuation	50,559,986	49,142,488	51,944,443	61,168,234	62,118,234	64,868,234	67,618,234
Capital RFA (One Time Only)	2,000,000		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Future Programming			6,500,000	2,750,000	2,750,000	2,750,000	2,750,000
Administrative Services (ASO)	315,686	312,954	340,062	350,000	350,000	350,000	350,000
TOTAL EXPENDITURES	62,150,056	57,987,465	69,462,699	75,118,394	76,388,238	79,497,186	82,650,923
REVENUE MINUS EXPENDITURES	(2,293,273)		(4,746,374)	(5,088,970)	(6,021,117)	(6,104,659)	(6,455,173)
Projected Lapse		4,685,258	6,519,120	4,882,696	4,965,235	5,167,317	5,372,310
PROJECTED SURPLUS / (LOSS)		852,308	1,772,746	(206,275)	(1,055,882)	(937,342)	(1,082,863)
Two Month Cash Flow Reserve	10,182,350	10,159,374	11,652,746	12,475,680	12,731,373	13,249,531	13,775,154
Unassigned Fund Balance less Cash Flow Reserve	8,009,540	12,488,727	12,768,101	11,738,892	10,427,318	8,971,817	7,363,331
Total Unassigned Fund Balance	18,191,890	22,648,101	24,420,847	24,214,572	23,158,691	22,221,348	21,138,485
TOTAL REQUIREMENTS	80,341,946	80,635,566	87,364,426	94,450,271	94,581,693	96,551,217	98,417,098
ADMINISTRATIVE RATE	9.09%	8.17%	8.41%	8.09%	8.36%	8.51%	8.70%



Board of Directors Meeting

June 14, 2018

Findings of Teen Hunger Study Presentation

Item V.B.

Recommended Action: Information Only

Strategic Plan Alignment: Strengthening Community

In September 2017, JWB entered into a contract with Feeding Tampa Bay, the Hunger Alliance, and University of South Florida. The purpose of the study was to research issues related to teenage hunger in Pinellas County. In addition, the study was designed to better understand the experience and coping strategies of teens who are food insecure.

The presentation conducted by Ms. Mecca Burns, USF Graduate Research Assistant and Ms. Judith Warren, Chief Operating Officer, will provide an overview of the study as well as recommendations that will assist these vulnerable teens.

Staff Resource: Judith Warren

Teen Food Insecurity in Pinellas County, FL

Technical Report

Mecca Burris, M.A.¹, Sarah Bradley, M.A.¹, Kayla Rykiel ², Danielle Hintz, M.A.³,
Paige Tucker, M.A.³, Elisa Shannon, M.B.A.⁴

Faculty Advisor: David Himmelgreen, Ph.D.¹

¹Department of Anthropology, University of South Florida

²Department of Chemistry, University of South Florida

³Juvenile Welfare Board of Pinellas County

⁴Feeding Tampa Bay



Food Insecurity

limited or uncertain access to adequate amounts of safe and nutritious foods (USDA ERS, 2017)



RESULTS

Demographics (n = 38)

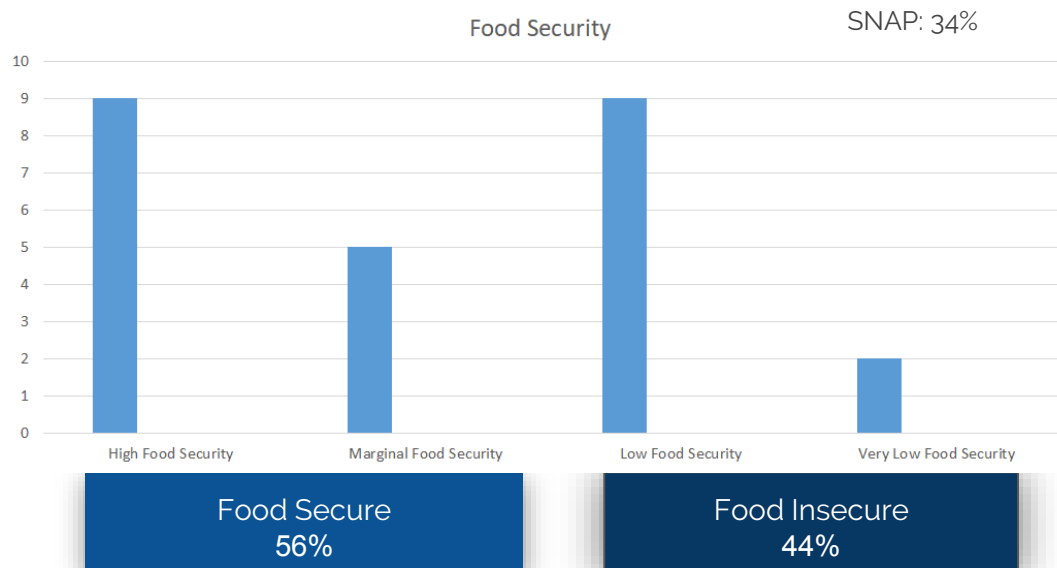
- 11 - 18 y (avg. = 13.7)
- Avg. grade = 8.8

Gender

- Female: 37%
- Male: 63%

Race & Ethnicity

- Biracial: 11%
- Black: 46%
- White: 36%
- Hispanic: 41%



Factors Limiting Food Security

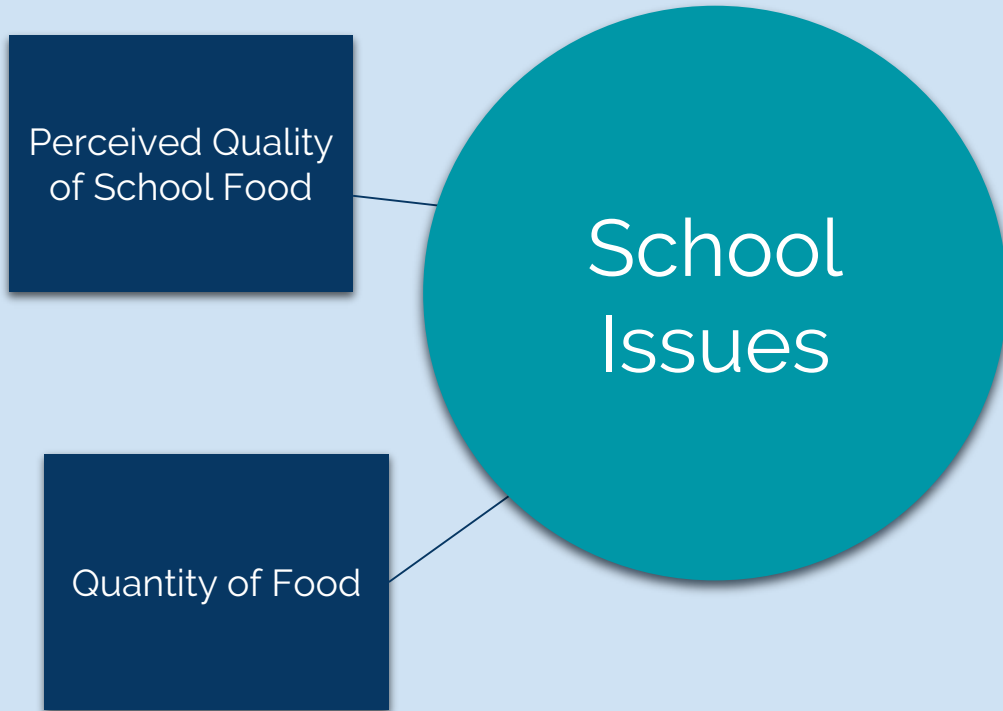
Perceived Quality
of School Food

```
graph LR; A[Perceived Quality of School Food] --- B((School Issues))
```

The diagram consists of a dark blue rectangular box on the left containing the text 'Perceived Quality of School Food'. A thin white line extends from the right side of this box to the left edge of a large teal circle on the right. Inside the teal circle, the words 'School Issues' are written in white, stacked vertically.

School
Issues

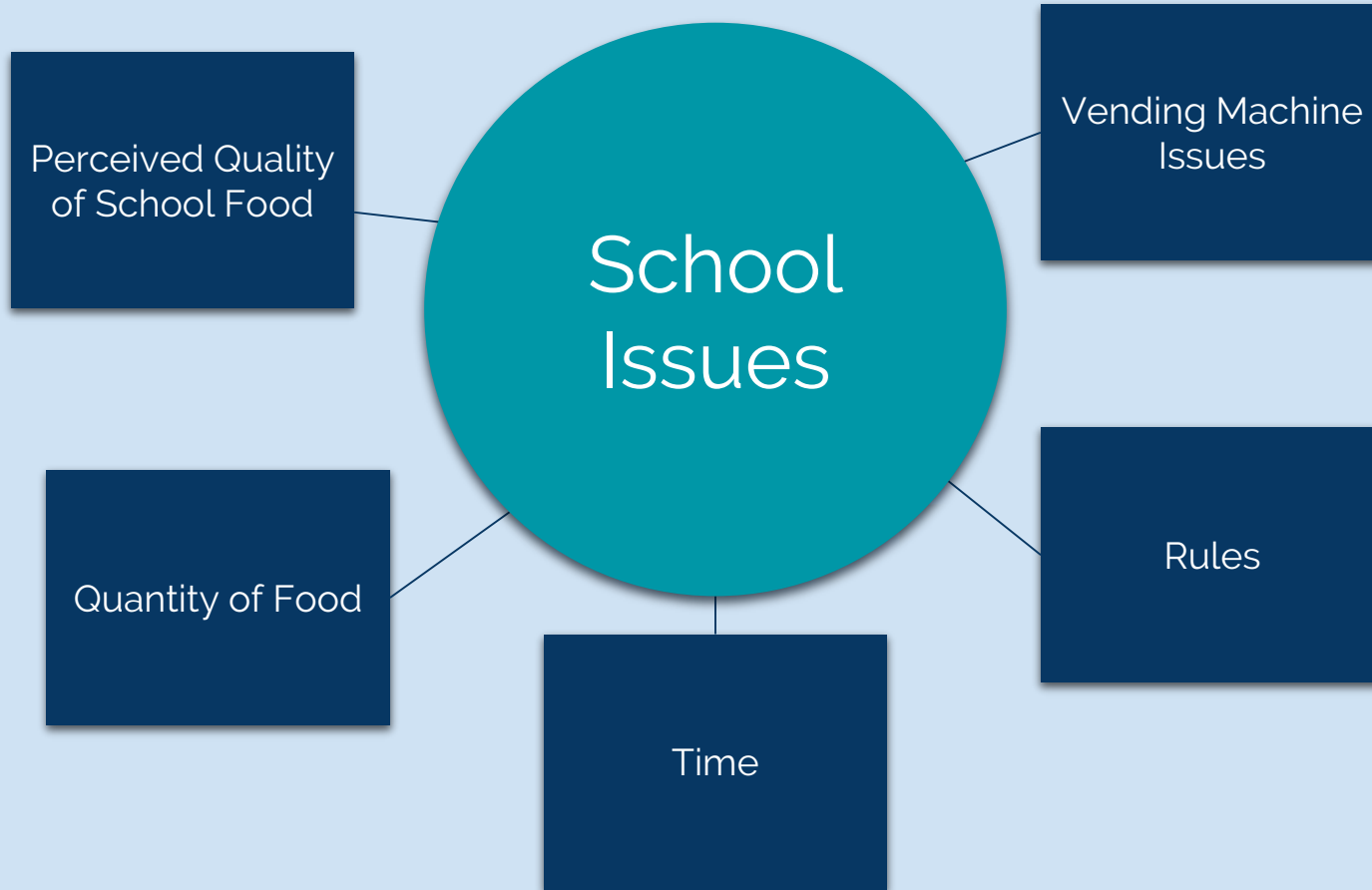
Factors Limiting Food Security



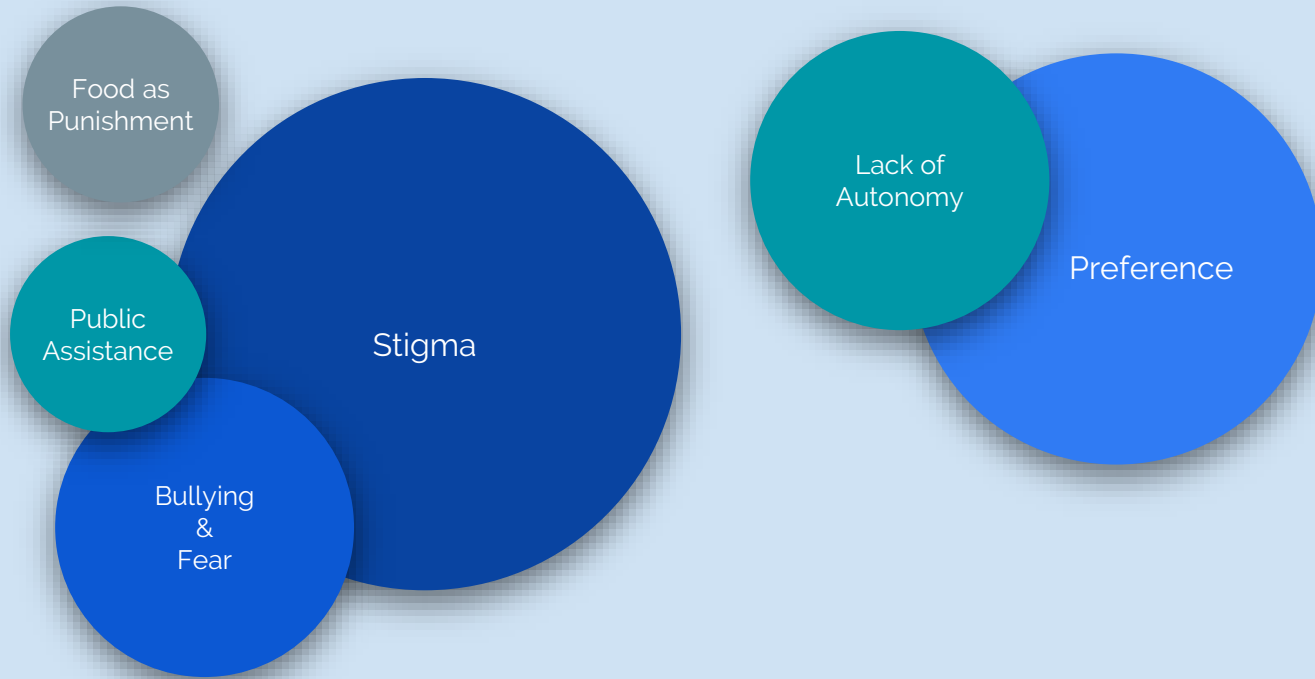
“

“There's barely enough food on the tray for someone to eat and get some energy from it. Pretty much, schools aren't providing enough food for children to eat. So that's why people are still hungry afterwards, even though lunch was like, two hours later... And if they want to get another one of these then it costs more money.”

Factors Limiting Food Security



Factors Limiting Food Security

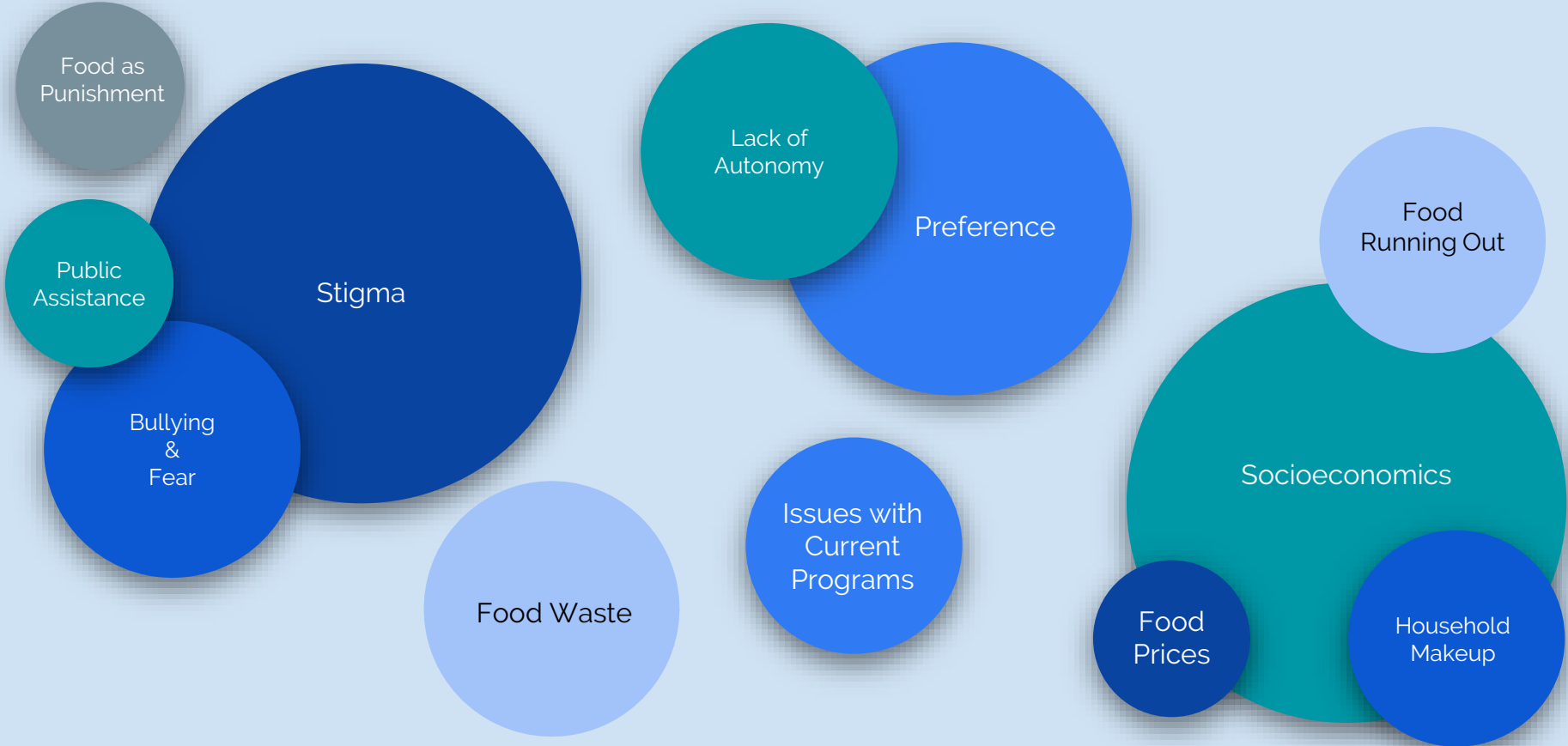




T1: “Yeah, it’s embarrassing.”

T2: “When all your other friends are around. You don’t take as many as you want to. If you don’t eat at home or your sisters and brothers don’t eat at home...you want to take more than one. But you don’t want to take it in front of other people.”

Factors Limiting Food Security



Coping Strategies Used by Teens



Reliance on Community

Organizations
Churches
Neighbors
Friends



Illegal Strategies

Stealing
Selling Drugs
"Selling
Themselves"



“This girl she couldn't get food so people would like pick on her, and then one day she came to school and she had her backpack. At the end of the day the teacher couldn't find the iPad so they were going through and checking everyone's backpack and then the teacher dumped out her backpack and she had like canned foods and everything fell onto the floor and stuff because she had to steal it from the store.”

“Kids that steal, they're hungry”

Coping Strategies Used by Teens



Reliance on Community

Organizations
Churches
Neighbors
Friends



Illegal Strategies

Stealing
Selling Drugs
"Selling Themselves"



Cheap & Convenient Foods



Working



Reliance on Teachers

Providing
Snacks/Food
Classroom Eating
Extra Assistance

Perceived Consequences

Low Energy



Feeling Unwell



Medical Issues

Dehydration

Hunger/
Starvation

Poor School
Performance
& Focus



Poor Behavior &
Emotional Health



Moody

Antisocial

Depression



“Some people—it’s probably because they get insecure, with body changing, or they’re being rude to you, so you don’t feel like you have an appetite. So, you pretty much just go and pick up your food and throw it out and wait there until lunch ends because you don’t feel good about yourself...”

Conclusion

“We cannot afford to systematically starve our children even by an indirect way, even in a mild degree”

– Horace Makechnie 1897, American Medical Association Annual Meeting.

- Perception is powerful
- Stigma is a barrier
- Policies may inadvertently contribute to both teen food insecurity and food waste
- Teachers and Classroom as a space for intervention

Acknowledgements

Juvenile Welfare Board of Pinellas County & Childhood Hunger Initiative

Danielle Hintz and Paige Tucker

Feeding Tampa Bay

Elisa Shannon

Hunger Action Alliance

David Himmelgreen

University of South Florida

Erin Stassin

Researchers: Sarah Bradley, Mecca Burris, Kayla Rykiel

Pinellas Park's Youth Park Teen Center

Richard Rock

Sanderlin Neighborhood Family Center

Sharina Morrow

Hispanic Outreach Center

Joanna Boruk

Police Athletic League, Pinellas County

Neil Brickfield

Special thanks to all the teens
who participated!



Board of Directors Meeting

June 14, 2018

Chief Executive Officer's Report

Item VI.

Recommended Action: Information Only

Strategic Plan Alignment: Administration

Dr. Marcie Biddleman will present the Chief Executive Officer's Report.

Staff Resource: Dr. Marcie Biddleman



Board of Directors Meeting

June 14, 2018

Legislative Report

Item VII.A.

Recommended Action: Information Only

Strategic Plan Alignment: Administrative

Farm Bill Status

H.R. 2

The House Farm bill failed passage by a vote of 198-213 largely due to division among members of both parties regarding action on immigration legislation first, and an unwillingness to support the stricter work requirements for Supplemental Nutrition Assistance Program (SNAP) that provides food to low income families. Historically, the Farm bill has been considered bipartisan legislation. House leadership is now planning a second vote, on the identical bill, on June 22, 2018, after a scheduled vote on immigration reform.

Senate Releases Draft Farm Bill

The Senate bill, as expected, would leave SNAP largely unchanged. Unlike the House bill, the Senate version does not call for new work requirements for SNAP recipients or significant changes to eligibility requirements. The bill would cut the majority of bonuses offered to states for reducing their error rates. This became necessary to address concerns that several states in recent years have essentially gamed the system to artificially lower their rates and thus collect incentive payments from USDA. The bill would also modernize how states administer SNAP verification.

The bill also includes an incentive to SNAP retail providers by amending Section 9 of the Food and Nutrition Act (FNA) to allow retail food stores to offer incentives to households participating in the SNAP to purchase certain foods recommended for increased consumption by the [Dietary Guidelines for Americans](#).

This amendment responds to the JWB Board's SNAP Program recommendations from July 14, 2017 (letter attached) to allow the USDA to negotiate with grocers that accept SNAP, and to encourage recipients to purchase healthy food items. [Florida Facts](#) provide data from the Food Research and Action Center (FRAC) on SNAP utilization in Florida and nationally.

The bill will now proceed through the Senate Agriculture Committee markup process and is expected to move to the floor for a full Senate vote before the July 4, 2108 recess.

White House Federal Reorganization Plan

The White House is expected to release a sweeping plan for reorganizing the federal government that includes a major consolidation of welfare programs and a renaming of the U.S. Health and Human Services Department (HHS). The plan seeks to move safety-net programs, including food stamps, into HHS. However, the biggest changes outlined by the White House are unlikely to be implemented because moving multi-billion dollar programs and renaming federal departments generally require congressional action.

How HHS would be redesigned is unclear, but the new name would emphasize programs that provide assistance to low-income Americans, potentially by adding the term *welfare* to the title of the department. HHS spends \$1 trillion annually in the following areas: Temporary Assistance for Needy Families program, which provides cash assistance to 1.6 million low-income people, and Medicaid, the health coverage program for the poor that insures more than 70 million Americans. These programs are entitlement programs that have a mandatory funding requirement.

Source: PoliticoPro.com

Staff Resource: Debra Prewitt

July 14, 2017

BOARD MEMBERS

Dr. James Sewell, PhD, Chair
Gubernatorial Appointee

Brian J. Augst, Jr., Vice Chair
Gubernatorial Appointee

Susan Rolston, Secretary
Gubernatorial Appointee

The Honorable Rick Butler
Gubernatorial Appointee

The Honorable Bob Dillinger
Public Defender

Dr. Michael A. Grego, EdD
Pinellas County Schools
Superintendent

The Honorable Bernie McCabe
State Attorney

Michael G. Mikurak
Gubernatorial Appointee

District Chief Jim Millican
Gubernatorial Appointee

The Honorable Patrice Moore
Sixth Judicial Circuit Court

The Honorable Karen See
Pinellas County Commissioner

Dr. Marcie A. Biddleman, DM
Chief Executive Officer

Senator Thad Cochran, Chairman
Senate Committee on Appropriations
The Capitol, Room S-128
Washington, D.C. 20510

Chairman Cochran:

RE: Proposed cuts to Supplemental Nutrition Program (SNAP)

On behalf of the Juvenile Welfare Board of Pinellas County, we ask that the Senate Committee on Appropriations consider the benefits of food and nutrition programs in Florida and around the nation. JWB's purpose is to ensure the well-being of children from birth -18 years, with a focus on the needs of at-risk children and families. This past year, the Board designated *Strengthening Community* as a fourth focus area, encompassing safety net programs. We consider the Supplemental Nutrition Assistance Program (SNAP) a core safety net program that addresses food insecurity in many cities. According to the U.S. Census Bureau's Supplemental Poverty Measure, Florida's poverty rate is 19 percent, the second highest in the nation.

Since 2013, enrollment in SNAP, that covers only **14 percent** of the population, has declined from 47 million to 42 million, due in part to work requirement increases. The Congressional Budget Office further projects that by 2019, SNAP costs will fall back to their mid-1990s levels as a share of the economy, and enrollment will drop to 32 million by 2025.

The concern that SNAP encourages dependency is not supported by the U.S. Department of Agriculture (USDA) data whereby two-thirds of SNAP recipients assist people who are not expected to work – children, persons with serious disabilities, and seniors. Of households that include an adult, more than 50 percent work while receiving benefits. It is estimated that 7% of SNAP recipients are active-duty military families. Concerning SNAP utilization, 80 percent of SNAP benefits are used in the first 14 days of the month. This is due, in large part, to increased food costs such that \$10 only buys a loaf of bread, gallon of milk, dozen eggs, and a package of bologna.

Instead of cutting this vital program, we believe that Congress should modify current policies to enhance quality food purchases that benefit individuals and private sector partners. Currently, hot foods are not an eligible SNAP purchase. The allowable purchase of an uncooked, whole chicken costing \$6.00, requires a working stove and one hour of electricity to prepare; versus a ready-to-serve rotisserie chicken costing \$7.00, which feeds 4 – 6 people. Ironically, SNAP benefits can be used to purchase a cold, \$5.00 deli sandwich that only feeds one person. Modifying the hot foods policy would benefit working families who have limited meal preparation options.

**Juvenile Welfare Board
of Pinellas County**

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Clearwater, FL 33760
P: 727.453.5600
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JWBPinellas.org
@JWBPinellas

Further, the USDA should be empowered by Congress to negotiate with grocers for reduced pricing to SNAP recipients on fresh produce and other commodities, thus increasing purchasing power that encourages nutritional choices, while offsetting the grocery chains' losses in discarding food that cannot be sold. In Feeding America's 2016 Annual Report, of the estimated **50 billion pounds** of [food waste](#) by consumer businesses, 16 billion pounds comes from grocery stores due to food spoilage.

Since 2014, JWB has convened the Childhood Hunger Initiative that includes 45 organizations. The focus is to coordinate resources, identify gaps, and create new partnerships. The collective impact initiative has:

- Provided more than 145,000 meals to children in partnership with the Public Defender's Office/6th Judicial Circuit. The meals are shelf-stable, easy to prepare, and ensure children eat over the weekend and school holidays. The distribution takes place at JWB's eight Neighborhood Family Centers in high-poverty zones.
- Enhanced participation in BreakSpot, the USDA summer meal program. Over the past two years, participation has increased by 25% at 199 sites including non-traditional locations such as libraries, as well as 10 mobile neighborhood trucks.
- Identified our newest partner, Pinellas Community Foundation, which has established the [Childhood Hunger Relief Fund](#) to provide grants to non-profits to assist the 36,000 food insecure and 7,000 chronically hungry children in Pinellas County.

We appreciate your public service on behalf of the thousands of children across the country that rely on nutritional programs to ensure they excel in school, while their parents maintain gainful employment that supports the nation's economy.

Sincerely,



Dr. James Sewell, Ph.D.
Board Chair



Dr. Marcie Biddleman, DM
Chief Executive Officer

Copied: Senator Bill Nelson
Senator Marco Rubio
Representative Gus Bilirakis
Representative Charlie Crist

Board of Directors Meeting

June 14, 2018

Early Learning Coalition Report

Item VII.B.

Recommended Action: Information Only

Strategic Plan Alignment: School Readiness

The Early Learning Coalition Report is attached.

Staff Resource: Judith Warren



of Pinellas County, Inc.

MEMORANDUM

Date: June 1, 2018
To: JWB
From: Lindsay Carson, CEO
Subject: ELC Enrollment & Utilization

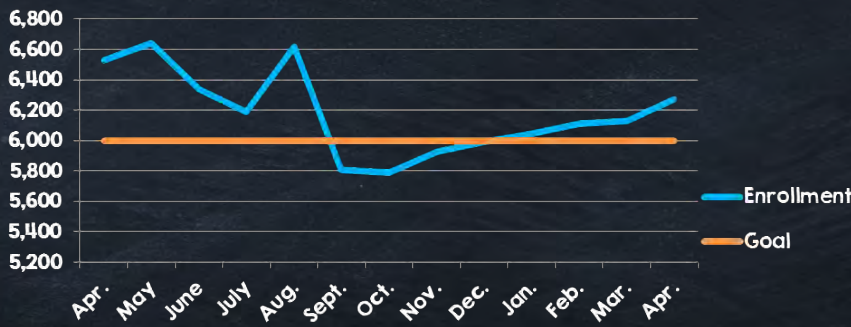
Enrollment & Utilization

In April, we served 6,273 children in the School Readiness program. All children (ages 0-5) who entered they waitlist prior to May 1, 2018 have been invited into care. We are projected to fully utilize the School Readiness funding. In VPK, we have served 6,360 children YTD. The PreK All Day Program served 35 children in April. Recruitment and registration is now underway for both VPK and PreK All Day for Fall 2018.

Access + Quality = Readiness



CHILDREN SERVED: 6,273



WAITING LIST

Priority 3: 438
Economically disadvantaged birth to kindergarten entry

Priority 6: 344
Economically disadvantaged younger than 13 years old

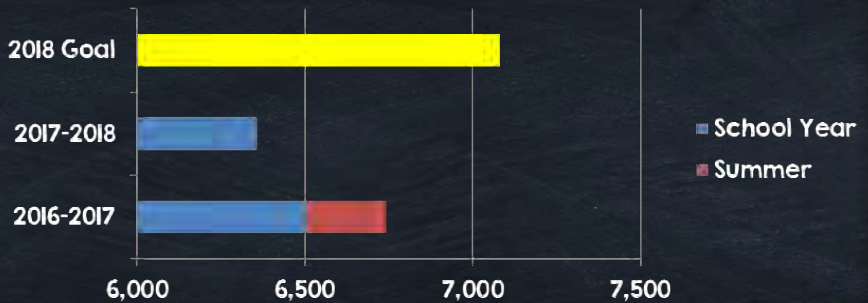
TOTAL: 782

29 Children Served



2017-2018 PROGRAM YEAR

VPK PARTICIPATION



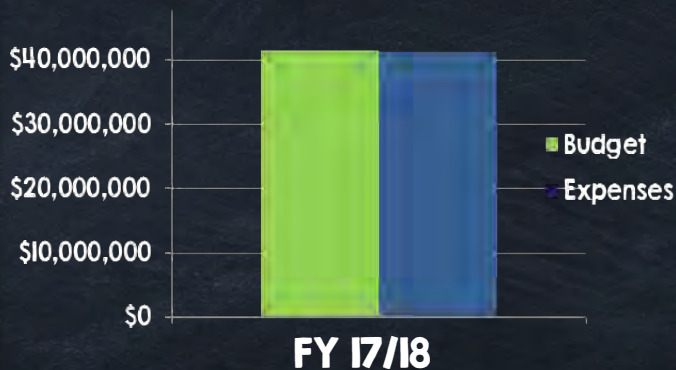
PERFORMANCE FUNDING PROJECT

Selected child care providers earn additional compensation for demonstrated quality, professional development and child assessment practices that improve child outcomes
 Applications will be accepted May 30th through June 15th, and we are expecting 50 additional providers

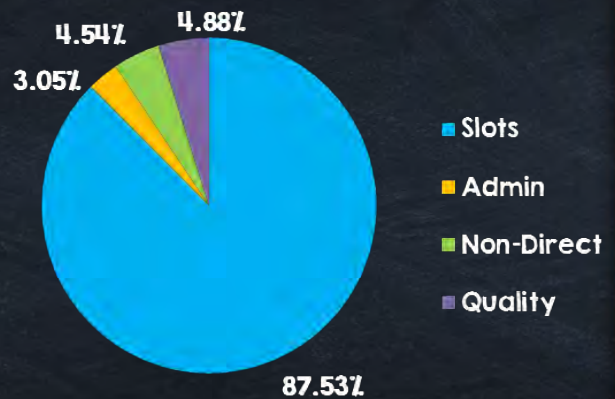


FUNDING UTILIZATION

ELC BUDGET & EXPENDITURES
YTD Comparison



ELC AGENCY EXPENDITURES
YTD



Board of Directors Meeting

June 14, 2018

Eckerd Connects Reports

Item VII.C.

Recommended Action: Information Only

Strategic Plan Alignment: Prevention of Child Abuse and Neglect

The Eckerd Connects reports are attached:

1. Eckerd Connects Community Alternatives-C6 Lead Agency Performance Overview
2. Vacancy Report

Staff Resource: Judith Warren

Eckerd Connects Community Alternatives- C6 Lead Agency Performance Overview

As of April 30, 2018, ECA had a total of **3,152** children and young adults receiving child welfare services (2000 in Pinellas County and 1,152 in Pasco County). This total represents a net increase of **162** clients, since April 30, 2017. Eckerd Community Alternatives is the **3rd** largest CBC Lead Agency in the State of Florida, based on the number of children and young adults served.

Child Population	Pasco	Pinellas	C6 Overall
April 30, 2018	1152	2000	3,152
April 30, 2017	1081	1909	2990
Difference	+71	+91	+162

So far, as of the end of April 2018 the rate of children entering the child welfare system has decreased when compared to last fiscal year (**new fiscal year began on July1, 2017**). The overall monthly average for Pinellas last fiscal year was **68** entries from July 1, 2016 through June 30, 2017. In Pasco County, the monthly average from July 1, 2016 through June 30, 2017 was **50** entries.

New Intakes / Entries – Monthly Average			
	Pasco	Pinellas	C6 Overall
Current Monthly Average	46	63	109
FY 16-17	50	68	118
FY 15-16	38	60	98
FY 14-15	42	63	105

New Intakes / Entries Actuals For The Last 3 Months			
	Pasco	Pinellas	C6 Overall
April 2018	35	73	108
March 2018	63	75	138
February 2018	28	57	85

On the back end of our system, the average number of children being discharged from Out of Home Care increased in the month April, however the number of children entering the system of care exceeds the number of children exiting the system of care.

Exits from Foster Care – Monthly Average			
	Pasco	Pinellas	C6 Overall
FY 16-17	43	57	100
FY 15-16	42	68	110
FY 14-15	45	63	108

Exits from Foster Care Actuals for The Last 3 Months			
	Pasco	Pinellas	C6 Overall
April 2018	37	56	93
March 2018	40	42	82
February 2018	43	59	102

1) Placement Stability is measured by children’s placement moves per one thousand **(1000)** days in foster care. The federal standard is 4.12% and in our community, we are currently performing above the federal target at **4.40 % for the month of April 2018. The statewide average is 4.48%.** In an effort to continue to improve this performance, we are requesting that community stakeholders join efforts with Eckerd Community Alternatives in helping to recruit more foster families that have the ability to care for large sibling groups; teenagers; assist in the recruitment of minority foster families; and to assist in our efforts to identify mentors for children placed in foster care. In addition, Eckerd Connects Community Alternative is working with our Residential Group Care Providers (who have the highest placement disruption rate) to provide more wraparound supports to better address the needs of our children with the most challenging behaviors.

2) Permanency

a. **Timeliness of Reunification:** According to the Child and Family Service Review (CFSR), the Federal Children’s Bureau measures timeliness of reunification by the percentage of children who enter out of home care and are reunified within 12 months. The national standard is **40.5%.** In Judicial Circuit 6, for **April 2018** our projected performance is **39.1%** compared to the State average of **41.5%.**

b. **Adoption Finalization:** Eckerd Connects Community Alternative adoption goal this year is to ensure **309** children are linked to their forever families. As of **June 4, 2018**, Eckerd Connects Community Alternatives and its sub contracted providers (Directions for Living, Lutheran Services of Florida and Youth and Family Alternatives) has finalized **292 adoptions**, which is the 2nd most in the state of Florida at this time.

3) **Retention/Turnover:** Eckerd Connects Community Alternatives made the decision to fund 18.5 new case management positions in Pinellas and Pasco Counties in July 2017. At the time it was communicated to community stakeholders that it would take until at least January 2018 before we would realize the impact of the new positions on the system of care. It appears that the sub contracted Case Management Organizations (Directions for Living, Lutheran Services Florida and Youth and Family Alternatives) are now stabilizing their workforce. Although turnover for the last 12 months remains high the current number of filled positions has increased (See chart below). It is important to look at where we are now and the progress that has been made.

CMO Agency	Budgeted CM Positions	Filled with Case Carrying Staff ¹	% Budgeted Case Carrying	Case Workers In Training	Total Filled ²	% Total Filled ³
DFL	47	45	96%	5	50	106%
LSF	53	36	68%	10	46	87%
YFA	60	59	98%	1	60	100%
Total	160	140	88%	16	156	98%

Vacancy

April 2018

CMO	DFL	LSF	YFA	ECA Overall
Authorized # Counselor Positions (as per approved budget)	47	53	60	160
# of Staff in Training	5	10	12	27
# of Case Managers 12 months or less (Include those in training)	32	29	23	84
# of Case Managers 13 – 24 months	6	8	9	23
# of Case Managers 2 to 5 years	4	7	11	22
# of Case Managers more than 5 years	3	3	10	16
# of Filled Case Manager Positions	45	47	53	145
# of Voluntary Resignations	4	6	2	12
# of Involuntary Terminations	0	1	0	1
# of Layoffs	0	0	0	0
Turnover Rate-Monthly	8.80%	14.90%	3.70%	9.10%
Turnover Rate-Fiscal Year	90.10%	91.50%	64.80%	82.10%
Total Turnover Rate-Last 12 Months*	109.50%	104.30%	79.60%	97.80%
Authorized # Supervisor Positions (as per approved budget)	8	8	8	24
# of Supervisors 12 months or less	0	1	0	1
# of Supervisors 13 – 24 months	0	0	0	0
# of Supervisors 2 to 5 years	3	6	5	14
# of Supervisors more than 5 years	4	2	2	8
# of Filled Supervisor Positions	7	9	7	23
# of Voluntary Resignations	0	0	0	0
# of Involuntary Terminations	0	0	0	0
# of Layoffs	0	0	0	0
Turnover Rate-Monthly	0.0%	0.0%	0.0%	0.0%
Turnover Rate-Fiscal Year	11.3%	14.3%	9.8%	11.8%
Total Turnover Rate-Last 12 Months*	53.3%	58.8%	57.1%	56.4%

Turnover Rate-Monthly is the number of terminations divided by the average number of employees for the reporting month.

Turnover Rate-Fiscal Year is the total number of terminations for the current fiscal year divided by the average number of employees for the current fiscal year.

Total Turnover Rate-Last 12 Months is the total number of terminations for the last 12 months divided by the average number of employees for the last 12 months.

Average numbers are calculated by taking the number of employees at the beginning of the period plus the number of employees at the end of the period and dividing by 2.



Board of Directors Meeting

June 14, 2018

Program and Financial Monitoring Information

Item VII.D.

STATUS OF FUNDED AGENCY WRITTEN PLANS

Agency/Program	Type of Plan	Subject of Plan	Beginning Date	Estimated Completion Date	Status
None					

PROGRAM MONITORING REPORTS SUMMARIES

Program monitoring is a means to evaluate performance, monitor program delivery, and recommend improvements, as necessary. Program deficiencies may result in a written plan of action being issued which is developed in collaboration with agency staff with specific steps and timelines to address identified items. Program monitoring activities are progressive, uniquely-tailored, and responsive to the program’s service challenges, strengths, and opportunities. These activities are conducted on an ongoing basis.

The following Program Monitoring Summary Reports are attached:

FY17

- Artz 4 Life- COST
- Big Brothers Big Sisters- Comprehensive Mentoring Program
- Bethel- TIPS
- Boley- Youth Intervention Program
- CAP NFC
- CASA- Domestic Violence/Substance Abuse
- City of Clearwater- Charting the Course for Youth
- City of St. Petersburg- TASCO
- Family Resources- Youth Enrichment Program
- FDOH- School Based Health Services
- FDOH- School Based Sealant
- GRAYDI NFC
- Gulf Coast Jewish and Family Services- Violence Prevention
- High Point NFC
- ICAI- Hispanic Outreach Center
- Lealman Asian NFC
- Local Housing Corporation- Cops ‘n Kids
- PARC- Respite
- Preserve Vision Florida- Seeing Our Bright Future

- RCS- Grace House
- RCS- The Haven
- Safety Harbor NFC
- YMCA- YReads!

Previous Program Monitoring detailed reports are accessible via Dropbox. Board members are invited to participate in program monitoring. For information, please contact Karen Woods at 727-453-5682 or kwoods@jwbpinellas.org.

FINANCIAL MONITORING REPORTS

- None at this time.

Staff Resource: Karen Woods
Lori Lewis
Alisha Wilbeck



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Artz 4 Life Academy, Inc.

Program: Community Out of School Time

Program Monitoring Reporting Period: 10/01/2016 through 9/30/2017

BRIEF PROGRAM DESCRIPTION:

The Artz 4 Life Academy serves at risk youth ages five through 17 and seeks to promote academic success, resiliency, and cultural diversity through performing arts. The afterschool and summer programming provides disadvantaged youth opportunities to explore cultural arts and develop the skills needed for healthy youth development. In addition to cultural arts, music composition, tap dancing, and ballet, the program offers students enrichment activities intended to motivate, inspire and educate youth.

Technical Assistance:

The organization received ongoing technical assistance and programmatic guidance throughout the fiscal year. JWB staff provided budgetary and programmatic related assistance which was both strategic and program quality focused.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$313,082	\$330,700	\$367,158	
JWB Allocation	\$301,832	\$280,000	\$287,708	Amounts exclude Capital RFA awards of \$22,940 in FY 15 and \$32,190 in FY 16
Percent of Total Program Budget represented by JWB Allocation	96%	85%	78%	
Lapse	\$0.32	\$0.41	\$1.74	
Cost per Participant*	**\$2,204	**\$2564	\$2586	

*Cost per participant information is calculated as follows: Total program budget/Total actual participants.

**Cost per participant calculations may be different from previous years' reports due to data cleansing.

PARTICIPANT DEMOGRAPHICS:

During FY17 data was collected on 134 participants receiving services. Of those, 57% were female and 43% were male. Sixty-three percent came from a single parent female head of household, 87% identified as Black or African American, and 75% of participants come from one of the Pinellas County high risk zones. Lastly, participants were enrolled in grades K through 9, with the majority of students being enrolled in grades 2 through 7.

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants who continue in the afterschool program for more than one year	Baseline	47%	Baseline	65%	90%	59%
Number of OST survey during administration window	Baseline	114	Baseline	95	80	99
Percent of youth who attend 70% or more of the program days.	70%	87%	70%	86%	70%	79%

**Performance is typically measured on full fiscal years and on the total population served.*

PROGRAM MONITORING ACTIVITIES:

For FY 17, the Artz 4 Life Academy afterschool and summer program received multiple program observations and inspections by JWB and other entities. Program observations for Community Out of School Time (COST) programs assessed adherence to the COST program model (e.g. strong organizational structure, engagement, intentional programming, enrichment opportunities, etc.). As part of this model, COST programs are required to maintain licensure or substantial compliance which awarded by the Pinellas County Licensing Board (PCLB). For FY 17, PCLB renewed the certification designating Artz 4 Life as a licensed afterschool and summer program.

A file review was conducted on June 28, 2017, and included the Executive Director and the Administrative Manager, along with JWB staff. A total of six files – both open and closed participants – were requested and reviewed for accuracy of information and consistency between the file and GEMS. Overall, the agency kept excellent records of participants’ registration dates and detailed medical releases. However, Artz 4 Life struggled with other aspects of the file review, including regularly updating information in GEMS.

ANALYSIS OF PERFORMANCE:

The Artz 4 Life COST program was successful in achieving two out of three performance measures for FY17. As evidenced above, 79% of participants attended 70% of program days or more. While this performance measure was achieved, it was a marked decrease from previous years. Similarly, the performance measure for continual enrollment decreased from previous years with 59% of participants being enrolled in the program for more than one year. This measure was not achieved.

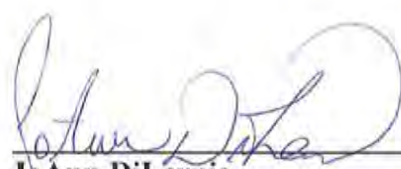
While unclear, it is possible that the lower achievement in these two performance measures is due to a couple of reasons. First, improved data quality could have contributed to the variation in performance between years. This would have specifically affected the attendance performance measure. Accurate participant start and end dates is essential to measuring their time in program. Without this information percent of days attended could easily increase. As previously mentioned, Artz 4 Life struggled with this aspect of the file review, which could have contributed to the lower performance.

Secondly, during FY16 Artz 4 Life had a slightly higher percentage of older participants. While Artz 4 Life can serve participants aged five through 17, most are of elementary and middle school age. It is a rare occurrence for the program to have a participant in high school. During FY16, five percent of participants were in high school, while only one percent of participants were in high school in FY17. It is possible that as the older students continued on in high school, they decided to leave the program, allowing for younger students to enter. The newer students, however, haven't had enough time in the program to be counted towards this measure. Performance towards these measures will be closely monitored during the next fiscal year.



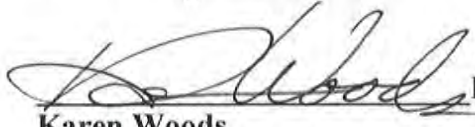
Desmon Newton
Senior Program Consultant

Date: 6/1/18



JoAnn DiLernia
Senior Program Evaluator

Date: 6/1/18



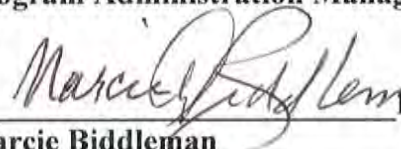
Karen Woods
Program Administration Manager

Date: 6/1/18



Karen Boggess
Program Evaluation Manager

Date: 6/1/18



Marcie Biddleman
Chief Executive Officer

Date: 6/4/18



Judith Warren
Chief Operating Officer

Date: 6-4-18



Juvenile Welfare Board

Executive Summary of Program Monitoring Report

Agency: Big Brothers Big Sisters of Tampa Bay, Inc.

Program: Comprehensive Mentoring

Program Monitoring Reporting Period: October 1st 2016 through September 30th 2017.

Brief Program Description:

BBBS of Tampa Bay, Inc. is a primary prevention service matching children, predominately from socioeconomically impoverished single parent families, with supportive adult volunteers. BBBS offers a multimodal service delivery approach, encompassing distinct program components that provide Community Based Mentoring, School Based Mentoring and Work Readiness preparation through the School to Work program. Studies have shown that school based mentoring arrangements have a positive impact on the interlocking imperatives of socioemotional development, academic performance and self-perception of academic abilities¹. As such the BBBS School Based Mentoring program aligns directly with the JWB strategic areas of School Success.

Agency/Program Accomplishments

According to Senior Vice President of Programs during FY17, BBBS increased the average length of match for community-based services to 34 months and for site-based to 27 months as a result of strategic planning. Extension in the duration of matches has occurred alongside increased emphasis on mentor onboarding through the newly implemented Big Orientation Training (BOT) format coupled with the hosting of monthly *Match Chat* coffee groups that provide mentors with information to hone their mentoring skills.

Technical Assistance:

A conference call was conducted to confer on background screening processes related to High School Volunteers who are now part of the BBBS peer mentoring program for middle school students. Technical assistance was also provided in regards to guidelines around service entry and exit dates. Also related, JWB staff provided technical assistance in regards to release of information and written statement of purposes forms. BBBS' program staff planned to review internal processes of updating release of information forms when participants are placed on a waitlist for a mentor match.

¹ Herrera, C., Grossman, J. B., Kauh, T. J., Feldman, A. F., & McMaken, J. (2007). Making a difference in schools: The Big Brothers Big Sisters school-based mentoring impact study. *Public/Private Ventures*.

Fiscal Snapshot:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$2,876,898	\$2,202,140	\$2,924,808	
JWB Allocation	\$571,962	\$571,962	\$628,013	
Percent of Total Program Budget represented by JWB Allocation	20%	26%	21%	
Lapse	\$0	\$6,848	\$266	
Cost per Participant*	\$2,406	\$2,109	\$3,105	

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

Participant Demographics:

In FY17, the majority (56%) of BBBS participants were between the ages five and nine. BBBS served slightly more females (57%) than males (43%). Forty-nine (49%) of participants were Black. Most participants were a part of a single parent female head of household.

Program Outcomes:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of Pinellas County children who are matched for at least seven (7) months will have no new in- school or out-of-school suspensions during the school year of program participation as measured by independent verification with Pinellas County School data.	70%	71%	70%	76%	70%	80%
Percent of youth participating in the Youth Outcome Survey will maintain successful outcomes in at least two domains or demonstrate improvement in at least two domains (Social	N/A	N/A	NA	NA	80%	93%

Acceptance, Scholastic Competency, Educational Expectations, Grades, Risk Attitudes, Parental Trust, Truancy, or having a Special Adult in his/her life).						
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**Performance is typically measured on full fiscal years and on the total population served.*

Program Monitoring Activities

JWB staff conducted an onsite observation at Eisenhower Elementary of two separate mentoring sessions and a preliminary intake screening for a new program referral on 12/6/16. An additional program observation was conducted at Highpoint Elementary school on 12/14/16. The final site visit for this reporting period was conducted at Campbell Park Elementary on 12/15/16. Two separate staff interviews were conducted on 3/6/17. These interviews provided valuable qualitative information that pointed to stable staffing reportedly fostered by a positive and supportive work climate, the presence of abundant training and orientation processes, firm interdepartmental connections, and broad knowledge of the specialized needs of the population served. Additional themes indicative of quality programming were found in the areas of operational processes, structured supervision schedules, ready access to supports and the facilitation of *case review rounds* held to review referrals and goodness of fit mentoring matches.

Analysis of Performance:

In FY17, BBBS provided 27,773 mentoring hours to 970 children through school-based and community-based mentoring matches. The program was just shy of achieving their target of serving 1,200 children (81%) and 33,600 (83%) volunteer hours. The number of children served is largely dependent on the number of volunteers the program is able to obtain. In addition, the number of mentoring hours the program is able to provide relies heavily on the number of active volunteers.

The program performance is measured by two indicators: participants' school disciplinary records and the youth outcome survey. In FY17, the program's performance results reflected 80% of the participants matched for six months or longer received no in-school or out-of-school suspensions during the school year. The program exceeded their target of 70 percent for this measure. The program also exceeded their performance measure related to the Youth Outcome Survey (YOS). The YOS measures the following domains: social acceptance, scholastic competency, educational expectations, grades, risk attitudes, parental trust, truancy, or having a special adult in his/her life. The results demonstrated 93% of participants maintained a successful outcome level in at least two domains or demonstrated improvement in at least two domains. Long-term mentoring matches yield greater positive outcomes. In FY17, the program was able to increase the average length of match for community-based services to 34 months (21% increase) and for site-based services to 27 months (23% increase) further promoting positive outcomes.

A collective viewing of the qualitative and quantitative results of the combined program monitoring activities endorses the presence of quality programming. Particular strengths were found in the school based programs with regards to the degree that staff were immersed into the functional operations of each setting in relationship to supporting individual student success and academic attainment. From a forward planning perspective program monitoring activities for FY 16-17 primarily

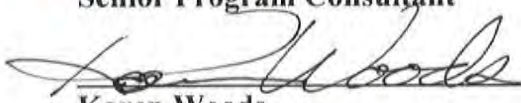
focused on school-based services therefore to broaden the scope of performance appraisal it is recommended that observational and interview activities are extended into community-based programming for FY18. In addition, program implementation, technical assistance and monitoring activities will be launched and directed towards the School to Work expansion throughout the course of FY18.


Paul Webb
Senior Program Consultant

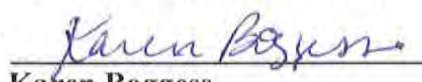
Date: 5/21/18


Megan Seales
Senior Program Evaluator

Date: 5/21/18


Karen Woods
Program Administration Manager

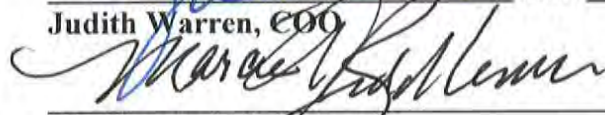
Date: 5/21/18


Karen Boggess
Program Evaluation Manager

Date: 5/21/18


Judith Warren, EOO

Date: 5/21/18


Dr. Marcie A. Biddleman
Chief Executive Officer

Date: 5/30/18



Juvenile Welfare Board

Executive Summary of Program Monitoring Report

Agency: Bethel Community Foundation, Inc **Program:** Truancy Intervention Program Services (TIPS)

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

Brief Program Description:

TIPS primarily serves participants determined to be habitually truant per Florida Statute F.S. 1003.21. It is generally accepted within the existing body of research literature that school truancy often correlates with interlocking risk factors that include academic achievement challenges, internalized emotional challenges, and family, community and peer influences¹. The BCF Truancy Intervention Program Services (TIPS) approach is grounded in Social Learning Theory² and the Social Development model³. The TIPS program model is composed of six separate service modes provided by Systems Navigators that include: 1) Referral screenings; 2) Comprehensive intake assessments; 3) Continuous parental coaching; 4) Ongoing child/youth mentoring activities; 5) Participation in the *Why Try* evidence-based skill building group curriculum and 6) School to Work Readiness training for youth ages 13 to 16.

Agency/Program Accomplishments

Following an in-depth JWB portfolio review process that examined program profile, characteristics of the population served, service level trends, and historical performance outcomes a collaborative meeting was held on 9/18/18 with the BCF Executive Director (ED). During this meeting the program’s strengths were recognized as was the need for the ED to manage a caseload at times due to the volume of referrals. Under this recognition, it was determined that for FY18 additional funding would be allocated to allow for the hiring of a third Systems Navigator position.

Technical Assistance:

In FY17, JWB Staff conducted a file review at TIPS where they reviewed 10 participant files. Participant files were found to be organized and services were well documented. Data accuracy was high with a 97% accuracy score. JWB provided technical assistance related to entering group services in GEMS and collecting student identification number.

Fiscal Snapshot:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$257,905	\$318,973	\$327,510	
JWB Allocation	\$130,110	\$138,310	\$148,076	

¹ Bell, A. J., Rosén, L. A., & Dynlacht, D. (1994). Truancy intervention. *Journal of Research & Development in Education*.

² Bandura, A. (1986). *Social foundations of thought and action: A social cognitive theory*. Englewood Cliffs, NJ, US: Prentice-Hall, Inc.

³ Hawkins, J. D., & Weis, J. G. (1985). The social development model: An integrated approach to delinquency prevention. *Journal of primary prevention*, 6(2), 73-97

Percent of Total Program Budget represented by JWB Allocation	50%	43%	45%	
Lapse	\$4,284	\$477	\$289	
Cost per Participant*	\$1,357	\$1,652	\$1,133	

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

Participant Demographics:

In FY17, the TIPS program served more males (70%) than females (30%). The majority of participants were Black (61%) and Not Hispanic (90%). The household arrangement for most participants (70%) was a Single Parent – Female Head of Household and 60% of participants reported their household annual income was less than \$20,000.

Program Outcomes:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants will have no new adjudications or adjudications withheld during services.	70%	86%	70%	100%	70%	92%
Percent of participants who have completed the program will demonstrate a decrease in unexcused absences during services when compared to unexcused absences prior to services. The number of unexcused absences prior to services should be compared for the same number of valid school days that the youth participated in the program.	N/A	45%	N/A	65%	N/A	57%

**Performance is typically measured on full fiscal years and on the total population served.*

Program Monitoring Activities

SJJC holds truancy review hearings based on information presented by PCS representatives approximately twice a month. During these hearings, TIPS navigators either receive new referrals or provide status reports to the court on the progress of program participants. JWB staff conducted program observations at two separate hearings on 12/9/16 and 4/28/17. During the 12/9/16 hearings a total of three cases involved with the TIPS program, for varying periods of time, were reviewed. Each of the two navigators present provided a general overview to the court as to individual program participants' progress and amenability to available supports and recommended interventions. The following observation occurred on 4/28/17 during which a total of six cases were reviewed over approximately a two hour period. Again, each System Navigator readily presented detailed case-specific information to the court and was viewed as advocating for outcomes of the hearings based on appraisals of progress related to school attendance, behavior in the home, and engagement with counseling services. On 4/18/17, JWB staff observed a *Why Try* Manhood Development group facilitated by one of the program's Systems Navigators. JWB staff were impressed by the level of effort and various techniques employed by the facilitator to prompt active engagement by each of the group participants. Program monitoring activities and observations provided robust indicators of a sound multimodal program tailored to meet the needs of a highly demanding population.

Analysis of Performance:

In FY17, the TIPS program served 110 children exceeding their target of 70 children. The program has two different indicators that capture participant outcomes: Department of Juvenile Justice involvement and school attendance. For FY17, the TIPS program target was that 70 percent of program participants would receive no new adjudication or adjudication withheld during services. The program exceeded the targeted goal of 70 percent with 92 percent of participants receiving no new adjudication or adjudication withheld during services. In addition longer term results showed, 85 percent of the program participants received no new adjudication or adjudication withheld up to one year after services. Furthermore, the program had 57% of its participants who have completed the program demonstrate a decrease in unexcused absences during services when compared to unexcused absence prior to services. It is important to note that 22 percent of the children being served missed more than 36 days of school (20% of a school year) before services began.

Paul Webb Date: 5/21/18 Megan Seales Date: 5/21/18
Paul Webb Senior Program Consultant Megan Seales Senior Program Evaluator

Karen Woods Date: 5/21/18 Karen Boggess Date: 5/21/18
Karen Woods Program Administration Manager Karen Boggess Program Evaluation Manager

Judith Warren Date: 5/13/18
Judith Warren, COO

Marcie A. Biddleman Date: 5/30/18
Dr. Marcie A. Biddleman Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Boley, Inc.

Program: Youth Employment Program (YEP)

Program Monitoring Reporting Period: 10/1/2016-9/30/2016

BRIEF PROGRAM DESCRIPTION: YEP offers job training, skill building, career mentorship, professional development, and academic support. Youth are assessed for their interests, needs, and assets so that an individual career plan can be developed. Youth are placed into jobs which have been pre-developed by the Youth Employment Counselors, and the employer pays \$4.25 per hour and Boley pays \$4.00 per hour, to include all employment taxes and Workers Compensation.

AGENCY/PROGRAM ACCOMPLISHMENTS:

- Boley, Inc., partnered with the Police Athletic League by sending nine youth participants on a five-day college tour. Youth were able to learn about college life and the entry requirements.
- Boley, Inc., partnered with the Pinellas County Housing Authority to open a satellite office in the Greater Ridgecrest area.
- Boley, Inc., partnered with the Citizen Alliance for Progress (CAP) Neighborhood Family Center through a mini-grant, sponsored by Peace4Tarpon. CAP and Boley staff were able to support youth by providing assistance in leadership, public speaking, and in professional development.

TECHNICAL ASSISTANCE:

Technical assistance was provided to Boley staff on a number of occasions in regards to collecting information about income, measuring school absences, and the future plans survey. Boley wanted to better understand what should be included when asking for a household income. JWB referred staff to the Data Quality Manual and instructed them to include all income coming into the household. This would allow them to have a stronger understanding of participants' and their economic status.

FISCAL SNAPSHOT:

	FY15	FY16	FY17	Comments
Total Program Budget	N/A	\$1,015,568	\$1,840,610	The program was not funded in FY15.
JWB Allocation	N/A	\$378,450	\$908,280	
Percent of Total Program Budget	N/A	37%	49%	

represented by JWB Allocation				
Lapse	N/A	\$256,626	\$118,551	Program lapse for FY16 reflects delays with implementation. Program lapse for FY17 reflects some slight staff turnover and positions that had not been filled. Turnover and open positions are not currently an issue.
Cost per Participant*	N/A	\$13,724 (\$1,015,568/74)	\$10,389 (\$1,840,610/177)	

**Cost per participant information is calculated as follows: Total program budget/Total participants. This calculation includes costs associated with youth payroll that are paid by Boley, Inc. (with JWB funds), and local employer partners.*

PARTICIPANT DEMOGRAPHICS:

During FY17 data was collected on 177 participants receiving services. Of those, 65% were female and 34% were male. Eighty-three percent came from a single parent female head of household, and 95% of participants had a household income of less than \$30,000. Seventy-five percent identified as Black or African American, 18% as White, and the remaining 7% as a combination of Asian, Multiracial, or Other. Participants reside all over Pinellas County with the majority (39%) coming from St. Petersburg followed by Clearwater and Tarpon Springs, at 27% and 21% respectively.

PROGRAM OUTCOMES:

Performance Measure Description*	FY15**		FY16**		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants who continue in the program for more than one year	N/A	N/A	N/A	N/A	75%	41%
Percent of participants who will have future plans	N/A	N/A	N/A	N/A	80%	87%
Percent of youth who have less than 10 unexcused absences	N/A	N/A	N/A	N/A	75%	77%
Percent of youth who have no arrests in the past year	N/A	N/A	N/A	N/A	80%	100%***

**Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.*

PROGRAM MONITORING ACTIVITIES:

During FY17, program observations were conducted on the YEP orientation held at the High Point Neighborhood Family Center and a summer training workshop held at the Clearwater Public Library. The orientation engaged youth in various activities to help successfully prepare them for employment. Topics and activities included preparing a budget on a fixed income, wearing appropriate attire, and taking care of self. A personal time management tool was also provided. Staff to youth ratio was observed to be no less than 3:18. Youth were dressed appropriately in business casual attire, attentive, and proactive.

A file review was conducted on July 7, 2017, and included the Boley Program Manager and the Vice President of Vocational and Youth Programs, as well as JWB staff. A total of ten files – with both open and closed participants – were requested, of which nine were reviewed for accuracy of information and consistency between the file and GEMS. The file that could not be reviewed did not contain an authorization and consent for disclosure form. Due to Boley Youth Employment being a new program this was their first file review.

YEP maintains well organized and thorough participant files. Report cards are collected from participants quarterly when each participant meets with a Case Manager. During this meeting, the Case Manager also discusses potential future plans, attendance at school, and whether or not they have been arrested. These notes are maintained within each participant file and then entered into GEMS.

ANALYSIS OF PERFORMANCE:

The Boley Youth Employment Program was successful in achieving three out of four performance measures during FY17. According to self-report information, none of the Boley participants were arrested in the past year, and 77% had less than ten unexcused absences from school. Data collection around school absences was a struggle for staff, and this could be reflected in the performance measure moving forward. However, JWB is working with Boley to refine the data collection procedures during the next fiscal year.


Date: 5/24/18
Felicia Pizana, MS, Senior Program Consultant

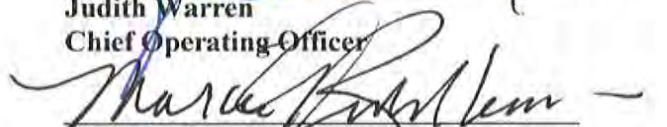

Date: 5/25/18
JoAnn Dilernia, Senior Program Evaluator


Date: 5/24/18
Karen Woods, Program Administration Manager


Date: 5/25/18
Karen Boggess, Program Evaluation Manager


Date: 5-3-18
Judith Warren, Chief Operating Officer

Date: _____


Date: 6/1/18
Dr. Marcie A. Biddleman, Chief Executive Officer

Date: 6/1/18



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Citizens Alliance for Progress (CAP), Inc. **Program:** CAP Neighborhood Family Center (NFC)
Program Monitoring Reporting Period: 10/1/2016-9/30/2017

BRIEF PROGRAM DESCRIPTION: Youth development services are provided through tutoring, homework assistance, academic advocacy, and General Educational Development (GED) classes. Literacy and technology support, leadership activities, and mentorship are additional opportunities provided. Advocating for parents is a strong service component provided through parent engagement and education. Family and adult services are also offered.

AGENCY/PROGRAM ACCOMPLISHMENTS:

- CAP increased their Parent Academy by 40 parent participants.
- CAP successfully installed a fence, security camera, and artificial turf to increase safety throughout their building and playground area for youth and family participants.
- CAP successfully hosted a Peace 4Tarpon Youth Summit to help build resiliency against violent experiences.

TECHNICAL ASSISTANCE: Two areas of improvement were identified; ensuring that participant records in the GEMS data system are closed in a timely manner, and ensuring that household income is entered in GEMS correctly. Additional GEMS training and technical assistance has been provided to program staff to facilitate improvement in these areas.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$805,425	\$810,205	\$813,759	
JWB Allocation	\$508,360	\$514,446	\$514,590	FY17 allocation does not include the Non-Operating Capital RFP award of \$85,241.
Percent of Total Program Budget represented by JWB Allocation	63%	63%	63%	
Lapse	\$17,780	\$7,124	\$4,984	
Cost per Participant*	\$2,972** (\$805,425/271)	\$1,858 (\$810,205/436)	\$1,586 (\$813,759/513)	

*Cost per participant information is calculated as follows: Total program budget/Total participants.

**Cost per participant may vary from previous reports due to data cleansing.

PARTICIPANT DEMOGRAPHICS:

- Among youth participants, 52% are female; among adult participants 72% are female
- 53% of participants are Black/African American, 30% are White, 16% are Other
- 85% of participants are not Hispanic
- Of the 491 participants that specified their household income, 86% had an annual household income of less than \$20,000
- 46% of participants are in a single parent female headed household
- 84% of participants live in one of the five high-risk zones

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Number of community events held	Baseline	116	Baseline	200	150	155
Percent of after school program participants who continue in the program for more than one year	Baseline	74%	Baseline	65%	80	48%
Number of participants receiving the OST survey (October and May)	Baseline	51	Baseline	50	50	61
Number of instances caring adults attend program events with youth	Baseline	47	Baseline	499	350	408
Percent of youth in after school program who attend 70% or more of the program days available to them	Baseline	67%	Baseline	71%	70	84%
Percent of goals achieved for adults receiving Family Support services.	Baseline	82%	Baseline	71%	90	78%
Number of Customer Satisfaction Surveys administered	Baseline	60	Baseline	94	60	411
Number of parent surveys administered	Baseline	0	Baseline	20	100	54

**Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.*

PROGRAM MONITORING ACTIVITIES:

- During FY17 the Citizen Alliance for Progress 22nd Dr. Martin Luther King, Jr. annual benefit banquet and program was observed. Program participants included youth that were engaged in the 2017 oratorical contest entitled: "What would Dr. King think about America today"? A total of nine youth participants in varying grade levels were involved.
- During FY17, an annual file review was conducted. A total of 13 staff files, ten adult volunteer files, and 16 youth volunteer files were reviewed for consistency, organization, and completed affidavits. There was no evidence of incomplete Affidavit of Good Moral Character forms and files were organized. During the review, it was learned that CAP's youth volunteers were also program participants who obtained professional development opportunities to volunteer.

ANALYSIS OF PERFORMANCE:


- One-hundred-fifty-five events were reported for FY17 and included a health and wellness fair, youth summit, and annual awards night. The awards night event recognized participants for outstanding academic improvement and performance and included the Superintendent of Pinellas County Schools, area principals, and a school board member.
- CAP youth programming focuses on academic support and youth enrichment. Approximately half of youth participants stay in programming for more than one year and the majority of participants in the after school program attend regularly. The JWB Senior Program Evaluator is working with the program staff to develop a stronger analysis of summer attendance and attendance rates for youth attended gender specific youth programming.
- Adults who receive family support services define goals to improve their quality of life and 78% of these participants are reported to achieve these goals while the remainder lost touch with the program before goal attainment could be assessed. In addition, CAP has expanded the amount of events and times of year in which satisfaction surveys are collected, resulting in a substantial increase the numbers of surveys completed. A full report of satisfaction levels is given to the organization and further improvements to the survey instrument are being developed for FY18.

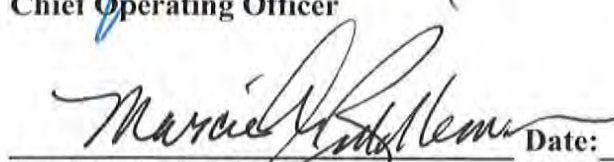

Date: 5/24/18
Felicia Pizana
Senior Program Consultant


Date: 5/23/18
Saba Arzola
Senior Program Evaluator


Date: 5/24/18
Karen Woods
Program Administration Manager


Date: 5/24/18
Karen Boggess
Program Evaluation Manager


Date: 6-1-18
Judith Warren
Chief Operating Officer


Date: 6/1/18
Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: CASA, Inc.

Program: Domestic Violence/Substance Abuse (DV/SA)

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

BRIEF PROGRAM DESCRIPTION: CASA is a domestic violence center certified by the Florida Coalition Against Domestic Violence (FCADV). CASA provides emergency shelter, safety planning, outreach, substance abuse/mental health advocacy services to adult domestic violence survivors and their children in south Pinellas County.

AGENCY/PROGRAM ACCOMPLISHMENTS: CASA named Lariana Forsythe as the new Chief Executive Officer (CEO) in June of 2017. Ms. Forsythe established a collaborative working relationship with JWB and other community partners. CASA engages the community by raising awareness and funds in events such as the annual Peace Breakfast, dessert luncheons, and a Back to School Bash. CASA also partnered with the Tampa Bay Rays to spread awareness of services available to domestic violence survivors by installing special signage at Tropicana Field. Additionally, CASA received a capital award during FY17 to enhance security cameras around the facility as well as to install a shade structure over the shelter playground to increase the comfort and use for youth participants while providing added protection from the sun.

TECHNICAL ASSISTANCE:

The JWB assigned Program Consultant and Evaluator worked closely with agency and program leadership throughout the reporting period. JWB staff provided technical assistance to support the implementation of safe sleep practices in shelter, improve data collection processes, and areas of opportunities for quality improvement in service delivery. Specifically, in quarter four, JWB conducted a portfolio review of existing programs. CASA was identified through this process as a candidate for enhanced services. JWB staff worked with CASA's CEO to review organizational needs and discuss potential enhancements to services youth could benefit from during their shelter stay. Enhancements included additional Youth Advocate staff, increased staff training/professional development, and participant expense funds to enhance opportunities available to youth. JWB staff also began to regularly attend the Pinellas Domestic Violence Taskforce meetings in effort to increase understanding of current community efforts and potential collaboration.

FISCAL SNAPSHOT:

	FY15	FY16	FY17	Comments
Total Program Budget	\$1,315,739	\$2,219,699	\$2,442,850	FY16: Total program budget increased after seeing the actual cost to run the new facility.
JWB Allocation	\$266,189	\$266,189	\$304,487	Excluded in totals are capital awards of \$99,315 for FY15, \$27,087 for FY16, and \$33,310 for FY17
Percent of Total Program Budget represented by JWB Allocation	28%	13%	12%	
Lapse	\$0	\$468	\$3,830	
Cost per Participant*	\$1433 (1,315,739/918)	\$2002 (2,219,699/1109)	\$1,278 (2,442,850/1912)	

**Cost per participant information is calculated as follows: Total program budget/Total actual participants. Adults included in this figure includes the number served in shelter, outreach, or a combination of.*

PARTICIPANT DEMOGRAPHICS:

Of the total number of participants served during FY17, about one third or 611 (adults and children) sought shelter. Children in shelter ranged in age from birth to 16 years with more than half being age five and younger. Upon entering shelter, a majority of participants were living within areas identified as Pinellas County High Risk Zones 5 and 4, South St. Petersburg and Lealman Corridor, respectively.

A significant increase in the actual number served in FY17 compared to years prior may be due to a more efficient and streamlined approach to data collection and reporting along with additional capacity to provide shelter. However, to ensure target and actual service levels are accurately understood, adults in shelter will be reported separately from adults served through outreach. Not only will this align with the current reporting structure for children in shelter, but it will also be consistent across similar programs.

PROGRAM OUTCOMES:

Performance Measure Description	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of Shelter adult and child participants in shelter for more than 72 hours shall have a family safety and security plan when they leave shelter.	98%	99%	98%	89%	98%	100%

Performance Measure Description	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of children in shelter for more than 72 hours shall have an assessment when they leave shelter.	N/A	N/A	N/A	N/A	Baseline	90%

PROGRAM MONITORING ACTIVITIES:

Due to the nature of domestic violence services and wanting to keep participants safe, traditional program monitoring cannot always be completed. Interviewing participants can be difficult, as well, because the participants may not want to disclose themselves. Over recent years, and with the establishment of stronger working relationships, CASA agreed to JWB conducting participant and staff interviews. Feedback gathered from these interviews was shared with members of program leadership. In FY17 JWB staff visited the shelter on several occasions for observations and facility tours. As a certified domestic violence shelter, CASA receives annual monitoring through FCADV. The FY17 monitoring report included eight findings in the following areas: 1) Volunteer files not containing all required training documentation; 2) Personnel files not containing all required FCADV documentation; 3) Untimely payment of invoices and supporting documentation for travel reimbursements; 4). Failure to notify FCADV of pending legal action; 5) Service file documentation not containing all required service documentation (child and adult files); 6) Untimely annual sanitation inspection; 7) Exit survey tool failing to contain FCADV required elements; and 8) Failure to follow FCADV empowerment-based survivor-directed philosophy related to program guidelines surrounding children being in rooms at a specific time based on age. In response to the findings, FCADV requires a written response within ten days of the report being issued, including the development of a Monitoring Corrective Action Plan (MCAP). In July of 2017, CASA received confirmation of successful completion of the FCADV MCAP within 90 days. Future FCADV monitoring report outcomes will be requested from CASA and a summary will be included in annual JWB program monitoring reports.

ANALYSIS OF PERFORMANCE:

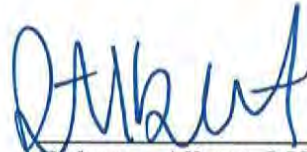
According to the FCADV data reports for 2016, there were 6,829 reports of domestic violence offenses in Pinellas County which is about 20 domestic violence offenses reported each day here in Pinellas County, and presumably lower than the actual number due to underreporting. According to CASA’s 2016 Annual Report, trained advocates answered 4,888 calls that were made to its 24-hour crisis hotline and held 389 support groups throughout Pinellas County. During FY17, the average length of shelter stay was 68 nights; an increase from 63 the year prior. According to the program methodology, the average length of shelter stay is between 45 and 60 days which is continuing to remain below the program’s actual average utilized by victims in shelter. Affordable and sustainable housing options may be contributing factors impacting time spent in shelter.

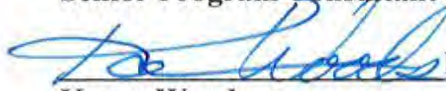
The program successfully achieved its performance measure for adults in shelter by ensuring participants who stay for 72 hours (3 days) or more are equipped with an individualized Safety Plan before leaving

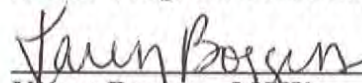
shelter. The percentage this year is noticeably higher than the year prior yet more closely aligned to the program's performance in FY15. Changes to the program's data collection system occurred during FY16 which likely contributed to the program's actual performance for safety planning being underrepresented that year.

In addition, a second measure was added this reporting period to align with FCADV's performance monitoring of CASA DVSA. The measure will provide the percent of children in shelter for more than 72 hours (3 days) that receive an assessment in an attempt to identify appropriate community resources before leaving shelter.


Date: 4/1/18
Jennifer Artiaga, LCSW
Senior Program Consultant



Date: 5/31/18
Rebecca Albert, MSW
Senior Program Evaluator


Date: 6/4/18
Karen Woods,
Program Administration
Manager


Date: 6/1/18
Karen Boggess, MSW
Program Evaluation Manager


Date: _____
Judith Warren
Chief Operating Officer

Date: 6-9-18


Date: _____
Dr. Marcie A. Biddleman
Chief Executive Officer

Date: 6/4/18



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: City of Clearwater

Program: Charting the Course for Youth

Program Monitoring Reporting Period: October 1, 2016 – September 30, 2017

BRIEF PROGRAM DESCRIPTION:

The City of Clearwater’s “Charting the Course for Youth” afterschool teen, and summer programs serves economically disadvantaged youth in Clearwater. Implemented at two recreation centers (Ross Norton and North Greenwood Recreation centers), the program is designed to promote academic success, increase leadership opportunities, and improve social/ emotional skills. The Ross Norton Recreation center offers afterschool and summer programming to elementary youth (ages four through 10) while the North Greenwood recreation center offers afterschool and summer programming to teenage youth (ages 11 through 17). Transportation is provided for youth participants from school to both recreation centers. Both programs are licensed or meets substantial compliance standards for Out of School Time (OST) programs. Homework assistance and small group tutoring is offered to youth at both locations through community partnerships. The program offers athletic and cultural enrichment activities and also hosts monthly parent engagement nights.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17
Total Program Budget	\$544,288	\$612,310	\$746,726
JWB Allocation	\$402,442	\$345,924	\$361,791
Percent of Total Program Budget represented by JWB Allocation	74%	56%	48%
Lapse	\$68,742	\$61,807	\$20,670
Cost per Participant*	\$2,186	\$2,227	\$2,735

**Cost per participant information is calculated as follows: Previous year's total program budget/previous full year's total participants*

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants who continue in the afterschool program for more than one year	Baseline	26%	Baseline	59%	65%	48%
Number of OST survey during administration window	Baseline	57%	Baseline	75%	80%	93%
Percent of youth who attend 70% or more of the program days.	70%	43%	70%	53%	70%	62%

**Performance is typically measured on full fiscal years and on the total population served.*

ANALYSIS OF PERFORMANCE:

The program struggled in achieving their performance measures for FY17, however, they saw an improvement in participants' regular attendance. As evidenced above, 62% of participants attended 70% of program days or more, a marked increase from the previous fiscal year. Over time, regular attendance has steadily increased, and could be due to technical assistance or improvements in data quality. At the same time, the number of returning participants dropped from 59% of participants to 48% of participants.

When reviewing data quality, many participants who were no longer enrolled, were still open in the JWB data system. This may have artificially inflated the number of annual participants in years past, leading to the drop after data cleanup was completed. While the program did see some positive growth, there is still room for improvement. JWB will continue to provide technical assistance on quality programming and data quality.

SIGNIFICANT PROGRAM MONITORING ACTIVITIES:

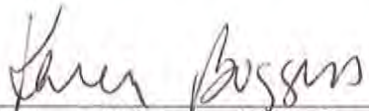
The Charting the Coarse afterschool and teen program received ongoing program monitoring and technical assistance. FY17 marked the second year of full implementation of the COST afterschool program which offered some unique challenges. The City of Clearwater staff received programmatic and budgetary technical assistance and was able to provide improvement plan with goals to increase staff hiring, strengthen community partnerships, and increase youth outreach efforts. The strategic plan also reorganized staff to account for transportation needs and summer programming.

On October 31, 2016 a program observation was conducted at the North Greenwood and Ross Norton locations. The Ross Norton location serves elementary school age youth and the North Greenwood recreation center provides services to teenagers. Both facilities are licensed or have received substantial compliance by the Pinellas County Licensing Board.


On June 6, 2017 the City of Clearwater hosted the Summer Haul Pass/ Break Spot event at the North Greenwood recreation facility. This event was held in partnership with multiple community providers including the PTSA, JWB, and local nonprofit organizations within the Clearwater community. The summer event was attended by over 250 teenagers who received books and free bus passes for transportation throughout the summer. The event was reported to be a success and received great feedback from the youth and community.



Desmon Newton
Senior Program Consultant
Date: 5/22/18



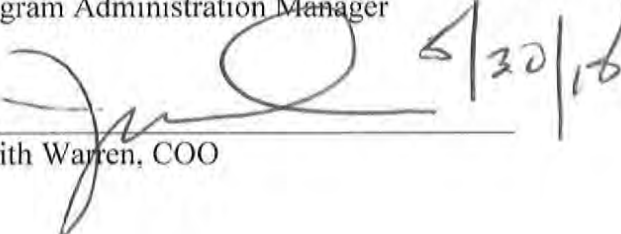
JoAnne DiLernia for JoAnn
Senior Program Evaluator
Date: 5/22/18



Karen Woods
Program Administration Manager
Date: 5/22/18



Karen Boggess
Program Evaluation Manager
Date: 5/22/18



Judith Warren, COO
Date: 5/30/18

Date: _____



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: City of St. Petersburg

Program: Teen Arts Sports and Cultural Opportunity (TASCO)

Program Monitoring Reporting Period: October 1, 2016 – September 30, 2017

BRIEF PROGRAM DESCRIPTION:

The TASCO (Teen, Arts, Sports, and Cultural Opportunities) program is geographically located at 11 City of St. Petersburg recreation centers throughout the city. TASCO provides programming that allows youth to participate in community service, volunteerism, and job opportunities. The program serves pre-teenagers and teenagers in grades 4th through 8th who live within St. Petersburg city limits.

Agency/Program Accomplishments

- City of St. Petersburg was certified as a 3- STAR Community by STAR Communities.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17
Total Program Budget	\$3,196,721	\$3,454,187	\$3,585,496
JWB Allocation	\$1,737,009	\$1,786,039	\$1,897,014
Percent of Total Program Budget represented by JWB Allocation	54%	52%	53%
Lapse	\$61,447	\$11,204	\$9,396.79
Cost per Participant*	\$2,517	\$2,463	\$2,561

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

PARTICIPANT DEMOGRAPHICS:

During FY17 data was collected on 1400 participants receiving services. Of those, 53% were male and 47% were female. Sixty-two percent came from a single parent female head of household, 53% identified as Black or African American, and 54% of participants had a household income of less than \$30,000. Participants come from all over St. Petersburg, however, 60% come from two of the Pinellas County high risk zones. Lastly, 93% of participants are in grades 6 through 8.

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants who continue in the afterschool program for more than one year	33%	50%	50%	50%	50%	61%
Number of OST survey during administration window	572	612	316	574	316	698
Percent of youth who attend 70% or more of the program days.	70%	77%	70%	76%	70%	71%
Percent of students who achieve 50% or more of their academic goals established at intake.	Baseline	83%	Baseline	89%	Baseline	92%
Each site will participate or coordinate an average of 12 community engagement events**	120	149	132	146	132	140

**Performance is typically measured on full fiscal years and on the total population served.*

PROGRAM MONITORING ACTIVITIES

For FY 17 every TASCOT Teen Recreation site was inspected and found to adhere to *Substantial Compliance* regulations required by the Pinellas County Licensing Board for Middle School OST (Out of School Time) programs. TASCOT staff were compliant in submitting all contractual related documents to JWB in a timely manner. Due the wide ranging geographic locations of TASCOT recreation centers, program observations were conducted at multiple sites over a two-day span. Each observation was coordinated with TASCOT staff and included observing the delivery of the TASCOT after school program as identified in the program methodology.

A file review was conducted on June 16, 2017, and included the TASCOT’s Supervisor and Recreation Assistant as well as JWB staff. A total of ten files – both open and closed participants – were reviewed for accuracy of information and consistency between the file and GEMS. The files were well organized and accurate. They contained the appropriate information and the agency could respond to all questions in a clear manner. A few participants who were reviewed had an episode open longer than the guidance put forth by JWB. After discussion with TASCOT, JWB agreed to implement a special condition in their contract that stipulates participants are allowed to remain open for 60 days after they leave the program. Furthermore, TASCOT had not been collecting closing reasons on their participant closure forms. After JWB confirmed that this was a required aspect of the file TASCOT agreed to update the closure form going forward.

Due to TASCOC being part of the City of St. Petersburg Park and Recreation department, they maintain a special condition to not collect social security numbers. In accordance to their rules and the special condition, no social security numbers were found in the file, and participants did not fill out the JWB statement of purpose.

Lastly, TASCOC collects information on JWB and match funding participants in different ways. Match funding participants (those enrolled in grades 3 through 5) are not required to fill out the academic goals forms or participant in the OST survey. This is due to how funding for these participants is administered, and how many 3rd through 5th graders are at each site.

ANALYSIS OF PERFORMANCE:


All 6th through 8th grade participants' work with TASCOC staff and a certified teacher to create academic goals for the school year. Staff regularly check in with participants on the status of their goal, and provide support to achieve their goals if necessary. TASCOC has been working on this for the last three years and have aimed to have at least 50% of their participants achieve these goals. The percent of students achieving their goals has steadily increased over time, with 92% of participants achieving their goals this fiscal year.

As with all community out of school time programs, TASCOC works to keep participants engaged in programming through regular attendance and participation in the program for more than one year. Seventy-one percent of their participants attend 70% of program days or more, and 61% have attended the program for more than one year. This is evidence that the TASCOC program is successful in engaging participants. It speaks strongly about the quality of the program, and to the participant's desire to be a part of TASCOC. TASCOC works mainly with middle school students. During grades 6 through 8, participants become more involved with extracurricular activities at their school, and tend to be less interested in afterschool program. The high level of participation is an even stronger indicator of the program's success.


Lastly, TASCOC works to involve their participants in the communities in which they live. This is done by hosting a variety of community engagement and volunteer events. These range from parent workshops to events for the teens in the community. TASCOC program has 11 sites throughout St. Petersburg, and each site aims to host 12 events each year. In total TASCOC hosted a total of 140 events, achieving their goal of 12 events per site. These events help foster a relationship between the program and the community.



Date: 6/1/18
Desmon Newton
Senior Program Consultant




Date: 6/1/18
JoAnn DiLernia
Senior Program Evaluator



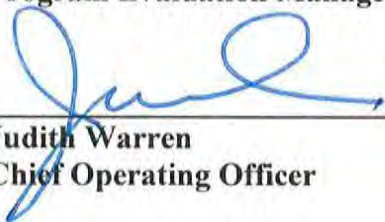
Date: 6/1/18
Karen Woods
Program Administration Manager



Date: 6/1/18
Karen Boggess
Program Evaluation Manager



Date: _____
Marcie Biddleman
Chief Executive Officer



Date: 6-1-18
Judith Warren
Chief Operating Officer



EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Family Resources, Inc.

Program: Youth Enrichment Program (YEP)

Program Monitoring Reporting Period: October 1, 2016 – September 30, 2017

BRIEF PROGRAM DESCRIPTION:

The Youth Enrichment after school and summer program at Family Resources is located at two sites in Pinellas Park (Skyview) and St. Petersburg (Thomas “Jet” Jackson Recreation Center). The Youth Enrichment program serves youth ages six through 14 and have a positive youth development focus. Daily programming is evidence-based and incorporates science, technology, engineering, art, math (STEAM) and enrichment activities to support youth success.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$200,280	\$275,490	\$563,882	
JWB Allocation	\$150,916	\$219,905	\$451,487	
Percent of Total Program Budget represented by JWB Allocation	75%	80%	80%	
Lapse	\$13,153	\$25,148	\$8,049	
Cost per Participant*	\$1,401	\$1,275	\$3,397	

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

Agency/Program Accomplishments:

Awarded “Agency of the Year” by the Florida Network.

Technical Assistance:

The Family Resources received budgetary and programmatic technical assistance in restructuring the Youth Enrichment program to provide better service delivery and program oversight. The organization participated in collaborative consultations with JWB staff to ensure budgetary and programmatic

strategies were implemented. Ongoing program monitoring was provided to ensure program enhancements were effective.

PARTICIPANT DEMOGRAPHICS

During FY17 data was collected on 166 participants receiving services. Of those, 54% were female and 46% were male. Fifty-five percent came from a single parent female head of household, 49% identified as Black or African American, and 62% of participants had a household income of less than \$30,000. Most participants come from either Pinellas Park or St. Petersburg – the two locations where their sites are located, however, participants also come from the Clearwater and Largo areas. Ninety-four percent of participants are in grades K through 5, with an approximate even number of participants in each grade. The remaining 6% of participants are in middle school.

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants who continue in the afterschool program for more than one year	Baseline	33%	Baseline	37%	60%	59%
Number of OST survey during administration window	Baseline	96	Baseline	100	100	107
Percent of youth who attend 70% or more of the program days.	70%	82%	70%	73%	64%	73%

**Performance is typically measured on full fiscal years and on the total population served.*

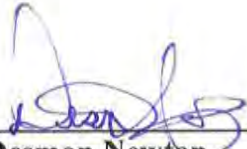
PROGRAM MONITORING ACTIVITIES

A file review was conducted on June 23, 2017, and included the YEP Site Supervisors as well as JWB staff. A total of six files – both open and closed participants – were reviewed for accuracy of information and consistency between the file and GEMS. The files were well organized and comprehensive.

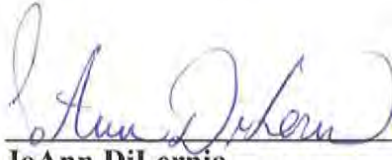
ANALYSIS OF PERFORMANCE:

As with all COST programs, the YEP works to keep participants engaged which is measured through regular attendance and participation in the program for more than one year. Seventy-three percent of participants attend 70% of program days or more, and 59% have attended the program for more than one year. During the registration process, YEP asks parents to agree to their child being at program five days per week. This attendance requirement sets up expectations for the participants’ engagement, which is met through their regular attendance. Engagement is also measured by the continual enrollment of participants for more than one year. While this measure was not met, annual participation has improved from previous fiscal years.

Originally structured as an arts program, YEP has expanded its focus to include STEM and cultural activities. These projects disguise learning, while keeping students interested and involved. For example, the Site Coordinator at Skyview teaches participants American Sign Language and uses this language to communicate with participants and staff across the room. The array of activities afforded to participants speaks to the quality of programming that Family Resources continues to offer. These activities are evident of the work the YEP program has completed towards achieving their continual enrollment performance measure. Despite not achieving this performance measure, the YEP program has been successful in offering a captivating and educational program.



Desmon Newton
Senior Program Consultant
Date: 5/29/18




JoAnn DiLernia
Senior Program Evaluator
Date: 5/29/18



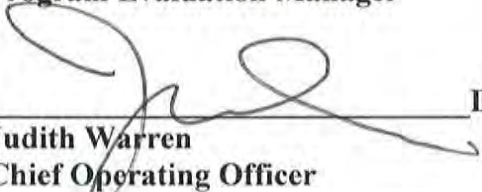
Karen Woods
Program Administration Manager
Date: 5/31/18



Karen Boggess
Program Evaluation Manager
Date: 5/29/18



Marcie Biddleman
Chief Executive Officer
Date: 6/1/18



Judith Warren
Chief Operating Officer
Date: 5-31-18



Juvenile Welfare Board

PROGRAM MONITORING REPORT

Agency: Florida Department of Health in Pinellas

Program: School Based Health Services

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

AGENCY OVERVIEW:

The Florida Department of Health in Pinellas County (DOH-Pinellas) is a government entity established as the seventh county Health Department in the State of Florida in 1936. DOH-Pinellas employs over 600 employees throughout the county and provides multiple health services to the community. The County Director is Ulyee Choe, DO who was appointed in 2015. DOH-Pinellas has established a value statement which reflects **I CARE: Innovation, Collaboration, Accountability, Responsiveness, and Excellence**. The mission statement is to “promote, protect, and improve the health of all people in Florida through integrated state, county and community efforts.” In 2016 the Florida Department of Health received national accreditation as an integrated department of health through the Public Health Accreditation Board. This accreditation covers the entire Florida Department of Health and demonstrates Florida meets national standards for public health performance management and continuous quality improvement.

PROGRAM DESCRIPTION:

The School Based Health Services (SBHS) program consists of medical and mental health services offered during school hours throughout the academic school year at Northeast (NEHS), Gibbs (GHS), Boca Ciega (BCHS), Largo (LHS), and Pinellas Park High Schools (PPHS). Services are also available during the summer at select locations. All students enrolled in designated schools who have parent/guardian consent are eligible to receive services. Health services include an adolescent risk assessment, student record review, health screenings, individual counseling, medication distribution, referral and follow-up. Services also include education on risky behaviors including tobacco use, unhealthy eating patterns, inadequate physical activity and obesity, nutritional assessment, medical procedures, examinations, and prescribing treatment for more complex medical problems. Mental health therapists in the school clinics assist students, families, and staff to identify social and emotional factors which contribute to health and/or academic problems. The program is a collaboration between Florida Department of Health in Pinellas, Suncoast Center, Juvenile Welfare Board and Pinellas County School Board.

STRATEGIC FOCUS AREA: School Success

FISCAL SNAPSHOT:

	FY15	FY16	FY17	Comments
Total Program Budget	\$1,446,201	\$1,542,772	\$1,907,441	FY17 costs included expansion to LHS and pilot of services to select Elementary Schools.
JWB Allocation	\$856,327	\$864,890	\$928,458	

Percent of Total Program Budget represented by JWB Allocation	59%	56%	49%	
Lapse	\$22,155	\$65,167	\$65,545	
Cost per Participant*	\$594 (\$1,446,201/2435)	\$452** (\$1,542,772/3414)	\$546 ** (\$1,907,441/3,492)	

*Cost per participant information is calculated as follows: Previous year's total program budget/previous full year's total participants.

**FY16 and FY17 Cost per participant includes youth served by the clinic as reported in the program's Health Management System as opposed to prior years that only include youth with JWB consent who had been entered into GEMS.

Until April of 2017 government entities were waived from fiscal and personnel file reviews. Fiscal Monitoring is slated to begin for government entities as of FY18 following which a Fiscal Monitoring Report will be made available.

TARGETED SERVICE LEVELS:

Targeted Service Level Type	FY15			FY16*			FY17*		
	Target	Actual	Percent	Target	Actual	Percent	Target	Actual	Percent
Youth	2,160	2,435	113%	2,440	3,414	140%	3,050	3,492	114%
Mental Health Visits	2,160	1,759	81%	2,360	1,532	65%	2,380	3,622	152%

*FY16 and FY17 Actual and percent of target includes youth served by the clinic as reported in the program's Health Management System as opposed to prior year data that only includes youth with JWB consent who had been entered into GEMS.

PARTICIPANT DEMOGRAPHICS:

More girls (56%) than boys (44%) received clinic services during FY17. About 77% of all clinic services were provided during the school year to students in grades ninth through twelfth enrolled at one of the five high schools with which the clinics are located. The volume of clinic visits and number of services provided were highest at GHS. Services delivered during the summer account for nearly one fourth of all clinic visits and are available to children in the community who are pre-kindergarten age and older. Clinics operate on a modified schedule during the months of summer.

PROGRAM OUTCOMES:

Performance Measure Description	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of students will receive the requested clinic services to promote health as documented in the student health or medical record.	90%	100%	Expired	Expired	Expired	Expired

Performance Measure Description	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of students will make significant improvement on 80% of identified goal areas defined in the treatment plans.	80%	80%	80%	77%	80%	54%
Percent of clinic visits will result in students returning to class.	90%	94%	90%	94%	90%	94%

PROGRAM MONITORING ACTIVITIES:

Program Observation Dates: 2/8/2017, 2/16/2017, and 6/13/2017

Interview Date(s): 2/8/2017 and 2/16/2017 (Staff and Participants)

Collaborative Meeting/Consultation Date(s): 11/8/2016, 1/25/2017, 2/8/2017, 3/30/2017, 6/23/17, and 8/4/2017

File Review Date(s): 2/16/2017, 2/21/2017, and 3/1/2017

Administrative Review Date: 5/23/2017

- During FY17 DOH-Pinellas and the SBHS program worked collaboratively to implement a one year pilot component in which school based health services would be provided through DOH-Pinellas and the Pinellas County School Board in eight elementary schools: 1) Campbell Park; 2) Fairmont Park; 3) High Point; 4) Lakewood; 5) Maximo; 6) Melrose; 7) Midtown Academy; and 8) Sandy Lane. This collaboration evolved after significant community discussions regarding the medical needs of Pinellas County students and the limited service availability of trained medical professionals to meet student need. The pilot was supported through Medicaid funds previously generated through traditional SBHS programming. Expanding the number of schools with health services provided an opportunity to provide 20,914 clinic services while serving an additional 3,560 students in grades pre-kindergarten through fifth. Throughout late FY16 and FY17, DOH-Pinellas and JWB staff worked to integrate these services into existing program documents, budgets, and contracts as well as agreed to a limited, yet reasonable, amount of service data for accountability and reporting purposes which could be made available for review at the conclusion of the pilot (June of 2017). A copy of the DOH-Pinellas subcontract with Pinellas County School Board was provided to JWB. Staff for the pilot were on boarded during December of 2016 and full services were initiated in January 2017.
- During FY17 the JWB Program Consultant and Evaluator continued to maintain close communication with the SBHS Manager. Program updates were routinely provided including staffing, service availability changes, subcontract performance, budget updates, legal revisions to program consent documents, and status of service expansion to LHS which occurred in late FY16 and early 2017. The addition of services at LHS was made possible through existing program allocations and the modification of examiner service availability at BCHS following utilization review of all clinic locations.
- The SBHS Program Manger worked closely with JWB and other JWB-funded programs on a collaborative which piloted in the summer of 2017. The collaboration included inviting outside

community partners into clinics during summer hours to increase services available to youth which included vision screenings offered through Preserve Vision Florida, Inc. and dental screenings and sealants as offered through DOH-Pinellas Pinellas School Based Sealant program.

- The JWB assigned Program Consultant and Evaluator visited service locations throughout FY17 to conduct observations of service delivery. During the visits, clinics were monitored for overall process flow and utilization. Staff were observed to greet students upon entry into the clinic and address needs promptly. Staff were also observed to have established rapport with students and a knowledge of presenting problems and medical history.
- Participant interviews were conducted with youth who have accessed the clinics during the reporting period. Overall, feedback was very positive. Students reported professional staff who are respectful and caring towards students. Students generally reported services are easily accessible and provided in a timely manner. Students also reported their needs were met by the clinic and all reported being mostly or extremely satisfied with the services they received. A majority of students reported no concerns with clinic services or opportunities for improvement, however, one student did comment on slow service delivery as an opportunity for improvement. Feedback gathered was shared with the Program Manager for follow up.
- JWB staff conducted file reviews of participants served. A file review was not conducted of LHS due to the timing of implementation nor were files reviewed at NEHS due to its historical strong performance and exemplar data. Files reviewed at BCHS were observed to have improved slightly from the prior year monitoring (66% accuracy rate vs. 75% accuracy rate), however it continues to have the most challenges with maintaining quality data. JWB staff observed the majority of data errors related to services not being entered in GEMS, services being miscoded, and failure to update student demographics from year to year. Data quality regarding services is essential for the program, JWB, and community stakeholders to understand the presenting needs of students and critical nature of service availability. This information is also important to understanding the number of youth obtaining services from the SBHS program throughout the year.

Files reviewed at GHS were generally observed to be strong (96% accuracy rate). The errors that were identified fell within individual and household demographics including updates to addresses. JWB staff recommended a process be created for updating participant records on an annual basis both in GEMS and in student files so that the most recent information is evident to a reviewer as well as staff. Files reviewed at PPHS were also found to contain strong documentation of service data (91% accuracy rate).




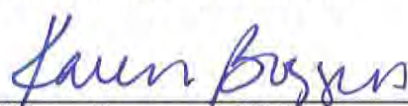
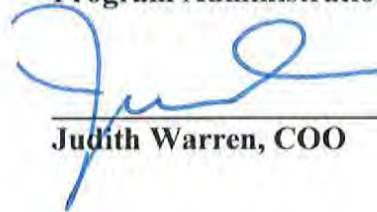
JWB staff provided feedback through a written summary as well as met with program leadership to establish a plan of action for improving data quality moving forward. Based on the totality of reviews, JWB staff asked program leadership to: 1) establish a plan of action for getting BCHS data corrected; 2) develop internal processes to ensure these types of errors are avoided in the future; 3) clarify clinic service codes and provide JWB with an updated copy of service definitions; 4) clarify the process for documenting daily medication; and 5) identify a date for JWB to provide additional training to clinic staff who are responsible for entering and updating individual-level data. Throughout the remainder of FY17, JWB staff and program leadership met to discuss and review the above noted concerns to ameliorate challenges in future program years. Staff from BCHS attended JWB's basic training for GEMS on 6/23/17. JWB's Evaluator facilitated a more advanced, program-specific GEMS training on 8/4/17 which included a very detailed instructional guide for staff to reference afterwards. The detailed instructional guide was developed to assist the program with data management and quality assurance.

- Staff interviews were completed at various service locations. Feedback varied between service sites. Staff articulated significant improvements in services, organization, and oversight of clinics since the new Program Manager was hired. Staff at multiple schools did note concern with turnover of OPS (part-time) Health Support Tech (HST) positions as hours and benefits are limited. The result appears to be OPS HST being hired by SBHS and then quickly transferring to other positions within DOH-Pinellas as a career service position (full-time with benefits) becomes available. Staff indicated no significant changes to students presenting needs, however indicated some schools are experiencing more fights on campus. These instances can impact services for the remainder of the day; clinic staff cannot call appointments to the clinic for services, and teachers provide very limited passes to students as the school designates “protected learning time”. Staff interviewed did suggest an opportunity for program improvement to have all clinics staffed with an RN vs. LPN to allow clinic services to flow more quickly as RNs can provide a higher level of services than LPNs.
- The JWB Program Consultant met with SBHS Contract Manager to review subcontract monitoring documents. JWB staff provided technical assistance on monitoring activities as well as service unit definitions and payment schedules. The FY17 subcontract agreement did not include time specifications for units of service billable under the agreement and several units were provided the same unit cost. JWB observed the potential for a brief case consultation to a teacher on a student’s behalf being payable at the same rate as an hour of counseling services directly to a student. JWB recommended DOH-Pinellas explore feasibility to strengthen future contract language to provide greater clarification regarding scope and cost associated with various units of service.
- During the reporting period, the program received positive attention from other districts, including the School District of Manatee County and Lee County, which allowed program leadership to share about existing clinics in Pinellas County and national model. Participation in technical assistance meetings to discuss key initiatives within the clinic and participation in the National School-Based Health Alliance also occurred as the program begins to serve in a leadership role for other communities seeking to implement school-based health centers.
- JWB staff met with program leadership to review elements related to program administration during the reporting period. During these discussions, JWB and DOH-Pinellas staff reviewed the decline of incident reports in FY17. Technical assistance was provided to ensure all staff are training on reporting and processes. The SBHS Program Manager decided to adjust internal processing of incident reports to ensure all are submitted to the Manager’s attention and she will begin overseeing the submission to JWB. Staff training logs were reviewed as was the program process for screening and orienting program volunteers. Per program leadership, interns are the only source of volunteers utilized by the clinics. Interns are governed by separate agreements with each university for which the students are represented. The Program Manager is responsible for oversight of All Children's residents, which represents 80% of those who come through the clinic. A binder is maintained on all documents including intake, background screenings, Affidavits of Good Moral Character forms, orientation, DOH trainings, etc. Program services are provided on PCSB campuses throughout Pinellas County. The program, therefore, follows PCSB emergency plans. Each school also has their own plan by school. Discussions occurred around the program’s process for training and orienting staff to these individual plans. Program leadership is to development a checklist at hire for orientation, as well as ensure each school has a documented process for all types of emergencies in the event the head staff member position experiences turnover. The program does not maintain a specific or formal Quality Improvement Plan, however, does routinely collect program participant feedback. Under current leadership, the program now holds all staff meetings to improve program communication and increase consistency among the various clinic sites.

ANALYSIS OF PERFORMANCE:

School-based clinics reduce barriers to accessing health services by offering comprehensive care to students while at school. This also reduces the amount of time students are away from class. Consistently, over the last three years, 94% of clinic visits occurring during the school year resulted in students returning to class.

Performance related to mental health services fell below the projected target of 80%. Data exportation from the mental health provider's data system may have impacted results. Goals are individualized and regularly assessed for progress using the Goal Attainment Scale (GAS), as observed in participants' electronic medical records. However, when GAS data was transferred, it was only available for about half of all students served, and thus, creating a smaller sample for analyzing results. JWB has been working with the subcontractor for mental health services, Suncoast Center, for several months to increase data accuracy and reporting techniques which includes the transfer of data from one system to another. Regularly scheduled meetings unveiled multiple layers of issues involving extraction of service and performance data. Simply put, the electronic medical record data system was designed for billing; not for tracking performance. While significant progress has been achieved, technical assistance is ongoing. As such, the recommendation for monitoring progress and reporting results is for the clinics to replace the GAS with the Children's Global Assessment Scale (CGAS). The CGAS is utilized on a much larger scale and therefore has been a part of the extensive review process and quality assurance testing for some time. It has a higher rate of accuracy and therefore will provide a clearer picture of performance moving forward.

 _____ Jennifer Artiaga, LCSW Senior Program Consultant	Date: <u>5/31/18</u>	 _____ Rebecca Albert, MSW Senior Program Evaluator	Date: <u>6/1/18</u>
 _____ Karen Woods Program Administration Manager	Date: <u>6/1/18</u>	 _____ Karen Boggess, MSW Program Evaluation Manager	Date: <u>6/1/18</u>
 _____ Judith Warren, COO	Date: _____		



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Florida Department of Health in Pinellas

Program: Pinellas School Based Sealant

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

BRIEF PROGRAM DESCRIPTION: The Pinellas School Based Sealant program (PSBS) assists to prevent dental disease in children by applying dental sealants to back permanent molars, fluoride varnish applications, and oral hygiene instruction to all children who participate in the program. Services are offered to elementary students at Title I schools by a team of dental hygienists.

AGENCY/PROGRAM ACCOMPLISHMENTS: PSBS services were expanded during the reporting period as a result of additional funding from Pinellas County as well as collaborative efforts among other local service providers.

TECHNICAL ASSISTANCE: The JWB assigned Program Consultant and Evaluator worked closely alongside the new Dental Manager and provided technical assistance relative to contracting processes, budgeting, service expansion, and methodology development. In addition the Program Consultant provided technical assistance in the areas of incident reporting, monitoring of the program's service targets for FY17 and FY18, service expansion, staff training and supervision, potential for additional efforts for formal participant rights documents, existing practices of gathering principal feedback and the potential expansion to include teachers, and the desire to monitor parent consent return rates per school in order to develop targeted strategies to increase parent consent rates.

FISCAL SNAPSHOT:

	FY15	FY16	FY17
Total Program Budget	\$278,408	\$442,010	\$707,873
JWB Allocation	\$150,000	\$150,000	\$150,000
Percent of Total Program Budget represented by JWB Allocation	54%	34%	21%
Lapse	\$12,254	\$12,948	\$2428
Cost per Participant*	\$120.36 (\$278,408/2,313)	\$89.51 (\$442,010/4,938)	\$85.79 (\$707,873/8,251)

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

PARTICIPANT DEMOGRAPHICS:

All PSBS participants attend a Title 1 school. This designation signifies that at least 40 percent of the students at each school come from a low income family.

Page 1 of 3

A full Program Monitoring Report is on file at JWB and can be requested at Kwoods@jwbpinellas.org.

TARGETED SERVICE LEVELS:

Targeted Service Level Type	FY15			FY16			FY17		
	Target	Actual	Percent	Target	Actual	Percent	Target	Actual	Percent
Youth	1,000	2,313	231%	4,440	4,938	111%	7,400	8,251	112%
Children receiving sealant*	N/A	1,889	N/A	N/A	3,493	N/A	N/A	5,408	N/A
Children receiving fluoride treatments*	N/A	2,309	N/A	N/A	4,931	N/A	N/A	8,216	N/A
Total number of teeth sealed*	N/A	7,148	N/A	N/A	15,321	N/A	N/A	24,396	N/A

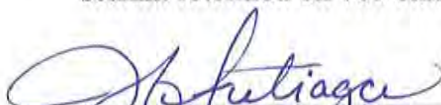
*Targets were not established for these services, however, data is reported for informational purposes.

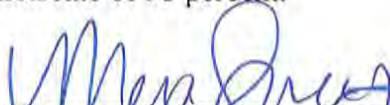
PROGRAM MONITORING ACTIVITIES:

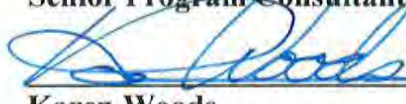
The JWB assigned Program Consultant and Evaluator conducted program monitoring activities throughout the reporting period which included observations, meetings with staff, and participant file reviews. Program observations included a facility tour and several school-based service delivery sessions. In January of 2017, JWB staff reviewed 30 participant files. Given the nature of services, documentation contained within participant files is minimal. With this noted, files were observed to contain Child-Level Data Collection Forms, intake forms (including the required JWB Release of Information), and the Dental Screening/Sealant Verification Form. JWB staff observed all forms to be complete.

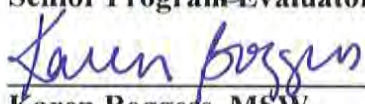
ANALYSIS OF PERFORMANCE:

In FY17, the PSBS program screened 8,251 children for dental sealants in 47 schools. This is a 67% percent increase in the number of children screened from the previous year. Of the 8,251 children screened, the PSBS program provided dental sealant for 5,408 and fluoride treatment for 8,216 children. In addition to providing dental sealant, fluoride treatments, and dental education, the PSBS program identifies children that have urgent dental needs. The program tracks sealant retention, which is the maintenance of sealants once applied, in school year 2016-2017. The program was able to evaluate the sealant retention on 769 children and found a retention rate of 98 percent.


 _____ Date: 6/1/18
 Jennifer Artiaga, LCSW
 Senior Program Consultant


 _____ Date: 6/1/18
 Megan Stockings, MSW
 Senior Program Evaluator



 _____ Date: 6/1/18
 Karen Woods,
 Program Administration
 Manager


 _____ Date: 6/1/18
 Karen Boggess, MSW
 Program Evaluation Manager



Judith Warren
Chief Operating Officer

Date: 6-5-18



Dr. Marcie A. Biddleman
Chief Executive Officer

Date: 6/5/18



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Greater Ridgecrest Area Youth Development Initiatives, Inc.

Program: GRAYDI Neighborhood Family Center (NFC)

Program Monitoring Reporting Period: 10/1/2016-9/30/2017

BRIEF PROGRAM DESCRIPTION: Youth development services include afterschool programming designed to provide support, align with the youth participants' current curriculum, and assist in FSA and SAT test preparation. Further support includes enrichment activities such as technology support, art, collaborative group projects, science, technology, engineering, math (STEM), and leadership. Family Support services provided include job readiness assistance, sustainability assistance through the automated community connection to economic self-sufficiency (ACCESS) program, a women's support group, and counseling services through Total Family Strategies.

AGENCY/PROGRAM ACCOMPLISHMENTS:

- GRAYDI successfully implemented a strengthened strategic plan of action to improve staff turnover.
- GRAYDI successfully partnered with the Pinellas County Housing Authority and other community partners in identifying a larger location for programming.

TECHNICAL ASSISTANCE:

- Throughout FY17, technical assistance was provided to address the need for a larger program location and staff turnover. An additional GEMS training and technical assistance has been provided to program staff to facilitate improvement in data quality.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17
Total Program Budget	\$363,233	\$401,488	\$410,777
JWB Allocation	\$354,333	\$391,948	\$385,462
Percent of Total Program Budget represented by JWB Allocation	97%	98%	94%
Lapse	\$25,847	\$23,928	\$23,917
Cost per Participant*	\$1,713** (\$363,233/212)	\$1,987 (\$401,488/202)	\$2,360 (\$410,777/174)

*Cost per participant information is calculated as follows: Total program budget/Total participants.

**Cost per participant may vary from previous reports due to data cleansing.

PARTICIPANT DEMOGRAPHICS:

- Among youth participants, 53% are female; among adult participants 94% are female
- 67% of participants are Black/African American, 21% are White, 10% are Other
- 89% of participants are not Hispanic
- Of the 160 participants that specified their household income, 94% had an annual household income of less than \$20,000
- 66% of participants are in a single parent female headed household
- 18% of participants live in one of the five high-risk zones, 67% of participants live in the 33774 or 33778 ZIP codes

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Number of community events reported	Baseline	7	Baseline	2	7	11
Percent of youth participants who continue in the program for more than one year	Baseline	66%	Baseline	65%	80%	60%
Number of participants receiving the OST survey (October and May)	Baseline	34	Baseline	40	70	32
Number of instances where youth participants have caring adults attend program events	Baseline	19	Baseline	1	19	70
Percent of youth who attend 70% or more of the program days	Baseline	64%	Baseline	49%	70%	74%
Percent of goals achieved for adults who receive Family Support services.	Baseline	77%	Baseline	88%	80%	100%
Number of Customer Satisfaction Surveys administered	Baseline	0	Baseline	11	12	0

**Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.*

PROGRAM MONITORING ACTIVITIES:

- During the summer of FY17, the JWB Program Consultant, participated an interactive activity with the GRAYDI middle school youth participants. The program activity was titled: Tips for Success. These successful tips included: having a positive attitude, defining gratitude, prioritizing, setting short-term and long term goals. Throughout the activity, an opportunity to communicate the importance of having a positive mental attitude (PMA), effective communication, and practicing respect toward self and others were all reinforced through open dialogue. There were at least eight participants involved in the activity.
- An annual file review was conducted on 5/24/2017. Staff files were organized with evidence of various type of trainings which involved food and safety, GEMS, and health and safety; however, one out of the seven staff files reviewed did not have a completed Affidavit of Good Moral Character form in the staff file. As a result, the organization was allowed the opportunity to verify that the affidavit was completed. A total of seven randomly selected participant files were reviewed to assess accuracy of information and consistency between the organization's files and the GEMS data system.
- Overall files were well organized and had strong data accuracy and consistency. Data entry errors were uncommon and typically were related to household income or address. Additional GEMS training and technical assistance has been provided to program staff to facilitate improvement in data quality.

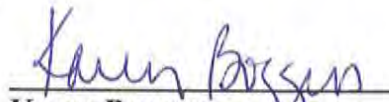
ANALYSIS OF PERFORMANCE:


- Eleven events were reported for FY17 and included a holiday toy drive, toys for tots distribution, and resident outreach. GRAYDI also offers recurring events such as family art nights, women's groups, food distributions, and Cooking Matters sessions.
- Youth programming focuses on academic support and youth enrichment. The majority of youth participants stay in programming for more than one year. Regular attendance, defined as a participant attending 70% or more of program days available to them, was analyzed for the 2016-2017 school year and is high among youth participants. The JWB Senior Program Evaluator is working with the program staff to develop a stronger analysis of summer attendance for the upcoming year.
- Adults who receive family support services define goals to improve their quality of life and 100% of these participants are reported to achieve these goals while the remainder lost touch with the program before goal attainment could be assessed. In addition, adults are asked to rate the services they received. GRAYDI has transitioned to using their own version of the satisfaction survey and number of surveys collected was not reported for FY17. Technical assistance has been provided so that this measure can be analyzed in the upcoming year.


 Date: 5/24/18
Felicia Pizana
Senior Program Consultant

 Date: 5/23/18
Saba Arzola
Senior Program Evaluator

 Date: 5/24/18
Karen Woods
Program Administration Manager

 Date: 5/25/18
Karen Boggess
Program Evaluation Manager

 Date: 6-1-18
Judith Warren
Chief Operating Officer

 Date: 6/1/18
Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

Executive Summary of Program Monitoring Report

Agency: Gulf Coast Jewish Family & Community Services, Inc.

Program: Violence Prevention

Program Monitoring Reporting Period: October 1st 2016 through September 30th 2017

Brief Program Description:

There is general consensus within the existing body of research literature that the attainment and application of positive social-emotional skills represents a critical aspect of healthy childhood development¹. The Violence Prevention program extracts from a broad theoretical foundation, drawing from the cognitive behavioral model and social learning theory. Advancing from these frameworks the evidence-based *Second Step Curriculum* provides classroom based lesson plans and small group interventions geared towards the enhancement of youth development, the mitigation of specific risk factors, and the promotion of social-emotional protective factors. Trained Prevention Specialists facilitate the presentation of classroom based *Second Step* lessons to all 6th graders, setting the foundation for the development of prosocial skills and emotional competencies. The curriculum is delivered over 13-15 classroom sessions in 50 minute periods.

Agency/Program Accomplishments

FY 17 program monitoring and evaluation activities produced evidence of rigorous fidelity to the core program methodology, high levels of interface with school personnel and strong staff competencies in the delivery of the *Second Step* curriculum. FY 17 direct program observations focused primarily on classroom settings therefore there are some limitations to the scope of this report. Moving to FY 18 program monitoring planning it is recommended that the range of observation activities be expanded to encompass additional group observations. This recommendation does not signal any underlying concerns around the group component rather the intent is to provide an increased view into program functionality across all components.

Technical Assistance:

A collaborative meeting with the Program Director where held to discuss general status of programming, status of interface with school personnel, and variations across programming sites. JWB staff also provided a verbal and written summary to the Program Director regarding classroom observations. JWB staff also provided an overview to the Program Director on impressions from group observation and themes from staff interviews. In addition JWB staff provided technical assistance related to exceptions to service delivery model based on occasional and individualized requests from school administration.

¹ Orpinas, P., Kelder, S., Frankowski, R., Murray, N., Zhang, Q., & McAlister, A. (2000). Outcome evaluation of a multi-component violence-prevention program for middle schools: the Students for Peace project. *Health Education Research, 15*(1), 45-58.

Fiscal Snapshot:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$660,022	\$657,563	\$650,563	
JWB Allocation	\$628,234	\$628,234	\$628,013	
Percent of Total Program Budget represented by JWB Allocation	96%	96%	96%	
Lapse	\$28,517	\$1,434	\$12,200.17	
Cost per Participant*	\$117	\$159	\$160	

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

Participant Demographics:

Demographic information is collected on Skill Building Group participants. The majority of the youth served in Skill Building Groups ranged from 10-14 years old. Almost 60% of participants were female and over 50% of participants were a part of married dual parent household.

Program Outcomes:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Skill Building Group						
Percent of youth participating in a Skill Building Group session will demonstrate an increase in mean score from Pre to Post on the Interpersonal Competence Questionnaire- Revised (ICQ-R).	80%	86%	80%	80%	80%	81%
Percent of youth in a Skill Building Group session will receive no new referrals during Skill Building Group participation.	50%	62%	50%	77%	50%	76%

Second Step Curriculum						
Percent of youth that had a mean subscale score greater than zero at pretest demonstrated a decrease in mean scores from pre to post on the Acceptance of Physical Aggression subscale of the Attitude Survey for Middle School Students.	60%	64%	60%	62%	60%	65%
Percent of youth that had a mean subscale score greater than zero at pretest demonstrated a decrease in mean scores from pre to post on the Acceptance of Verbal Derogation subscale of the Attitude Survey for Middle School Students.	60%	63%	60%	63%	60%	66%
Percent of youth that had a mean subscale score greater than zero at pretest demonstrated a decrease in mean scores from pre to post on the Acceptance of Social Exclusion subscale of the Attitude Survey for Middle School Students.	60%	64%	60%	66%	60%	68%
Percent of youth that had a mean subscale score less than three at pretest demonstrated an increase in mean scores from pre to post on the Perceived Social Emotional Competence subscale of the Attitude Survey for Middle School Students.	60%	54%	60%	53%	60%	56%

Percent of youth in the Second Step Curriculum will receive no new in-school or out-of-school suspensions during program participation.	60%	76%	60%	85%	60%	80%
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**Performance is typically measured on full fiscal years and on the total population served.*

Program Monitoring Activities

An onsite classroom observation was conducted at Pinellas Park Middle School on 1/23/17 followed by another classroom observation completed at Oak Grove Middle School on 1/25/17. Two separate program staff interviews were also conducted on 3/2/17 and 3/8/18.

Analysis of Performance:

In FY17, the Violence Prevention program served 1,625 youth in the Skill Building Group component which exceeded their targeted goal of 1,244 youth. The Skill Building Group component of violence prevention is monitored through two different measures: an Interpersonal Competence Survey and school disciplinary records. In FY17, the program met their targeted goal (80%) on the Interpersonal Competence Survey with 81% of children participating in a Skill Building Group showing an improvement from pretest to posttest. In regards to school disciplinary measure for participants, the program’s goal for FY17 was 50 percent of the participants in Skill Building Group received no new disciplinary referrals during group participation. The program greatly exceeded this goal with 76 percent of participants receiving no new disciplinary referrals during group participation.

In FY17, the Violence Prevention program served 2,438 children in the Second Step Curriculum component, which left them just shy of reaching their target of 2,700. However, it is important to note that the number of children served in this portion of the program is largely dependent on the census of the schools that year. The Second Step Curriculum component is monitored through two different measures: The Attitude Survey for Middle School Students and school disciplinary records. In FY17, the program set a goal of 60 percent of the participants who receive the Second Step Curriculum would receive no in-school or out-of-school suspensions during the school year. The program exceed this target with 80 percent of participants receiving no in-school or out-of-school suspensions.

The Attitude Survey for Middle School Students has four domains: Acceptance of Physical Aggression, Acceptance of Verbal Derogation, Acceptance of Social Exclusion, and Perceived Social Emotional Competence. Each of the domains are measured independently. The subgroup of participants that are included in the following measures are those participants whose pretest subscale scores had room for improvement. The target for FY17 for all subscales was 60 percent of the youth that were able to improve showed improvement at posttest. The results for each subscale are below for the youth that were able to improve their subscale score at posttest:

- 65% showed improvement on Acceptance of Physical Aggression
- 66% showed improvement on Acceptance of Verbal Derogation
- 68% showed improvement on Acceptance of Social Exclusion
- 56% showed improvement on Perceived Social Emotional Competence

Paul Webb Date: 5/21/18 Megan Scales Date: 5/21/18
Paul Webb Senior Program Consultant Megan Scales Senior Program Evaluator

Karen Woods Date: 5/21/18 Karen Boggess Date: 5/21/18
Karen Woods Program Administration Manager Karen Boggess Program Evaluation Manager

Judith Warren Date: 5/21/18
Judith Warren, COO

Marcie A. Biddleman Date: 5/20/18
Dr. Marcie A. Biddleman, Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: High Point Community Pride Neighborhood Family Center, Inc.

Program: High Point Neighborhood Family Center

Program Monitoring Reporting Period: 10/1/2016-9/30/2017

BRIEF PROGRAM DESCRIPTION: Youth development services encompass a series of activities related to afterschool and summer enrichment programming, literacy youth support, after school tutoring and homework assistance. Community events, service projects, and outreach are also multifaceted services tailored to fit the needs of the High Point community residents. Family Support services include assistance through the Volunteer Income Tax Assistance (VITA) program, and employment resources, through a collaborative partnership with Work NetPinellas, Inc. and BizNet.

AGENCY/PROGRAM ACCOMPLISHMENTS:

- In FY17 Highpoint NFC successfully distributed fresh produce to families in the Highpoint NFC surrounding area. This community initiative was observed to provide food for families, and there were a reported 450 adult and 130 youth participants in attendance.
- In FY17 Highpoint NFC provided services to address the immediate needs of the community in the aftermath of Hurricane Irma, including food, baby needs, and batteries.
- In FY17 Highpoint NFC reportedly served 257 adults and three youth in their Volunteer Income Tax Assistance (VITA) program.

TECHNICAL ASSISTANCE:

The JWB Senior Program Evaluator provided technical assistance and worked with program staff to develop a stronger analysis of summer attendance for the upcoming year.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17
Total Program Budget	\$545,530	\$559,679	\$585,558
JWB Allocation	\$392,150	\$403,058	\$396,087
Percent of Total Program Budget represented by JWB Allocation	72%	72%	67%
Lapse	\$3,475	\$6,014	N/A
Cost per Participant*	\$1,948 (\$545,530/280)	\$1,884 (\$559,679/297)	\$1,774 (\$585,558/330)

*Cost per participant information is calculated as follows: Total program budget/Total actual participants.

PARTICIPANT DEMOGRAPHICS:

- Among youth participants, 53% are female; among adult participants 92% are female
- 39% of participants are Black/African American, 38% are White, 22% are Other
- 79% of participants are not Hispanic
- Of the 314 participants that specified their household income, 89% had an annual household income of less than \$30,000
- 65% of participants are in a single parent female headed household
- 48% of participants live in one of the five high-risk zones, most other participants live in the 33770 and 33771 ZIP codes

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Number of community events reported	Baseline	24	Baseline	18	20	33
Percent of youth participants who continue in the program for more than one year	Baseline	50%	Baseline	66%	85%	60%
Number of participants receiving the OST survey (October and May)	Baseline	35	Baseline	15	70	20
Number of instances where youth participants have caring adults attend program events	Baseline	NA	Baseline	73	100	100
Percent of youth who attend 70% or more of the program days available to them	Baseline	79%	Baseline	78%	70%	43%
Percent of goals achieved for adults who receive Family Support services.	Baseline	100%	Baseline	100%	90%	94%
Number of Customer Satisfaction Surveys administered	Baseline	112	Baseline	31	80	144

*Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.

PROGRAM MONITORING ACTIVITIES:

- Observation of a youth employment orientation held through a collaborative partnership between Boley, Inc. and the Highpoint Neighborhood Family Center was conducted. Youth were engaged in activities geared to promote employment success, work ethic, and safety. Activities involved preparing a budget on a fixed income, wearing appropriate attire, and taking care of self. The orientation was shown to take place in a safe environment that was conducive to the youth participants' learning environment.
- An annual file review was conducted on 5/2/2017 and 6/16/2017. A total of twelve staff files were reviewed for the following: completed Affidavit of Good Moral Character forms, organization of staff files, and evidence of staff trainings. Staff files were organized with evidence of various types of trainings which involved time management, confronting workplace conflict, HIPAA, and basic life support. All of the staff files reviewed were observed to be organized with evidence of completed affidavits.
- A total of seven randomly selected participant files were reviewed to assess accuracy of information and consistency between the organization's files and the GEMS data system. Overall files were well organized and had strong data accuracy and consistency. Data entry errors were uncommon and typically were related to minor typographical errors. One area identified for improvement was ensuring that participants are closed in a timely manner after they stop receiving services.

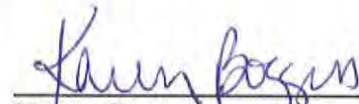
ANALYSIS OF PERFORMANCE:

- Thirty-three events were reported for FY17 and included a holiday dinner and gift gifting night, resource fairs during Halloween and Easter, and a community back to school event. High Point also offers recurring events such as a food and clothing distributions, and legal services sessions. In September 2017, additional services were provided to address immediate needs of the community in the aftermath of Hurricane Irma, including food, baby needs, and batteries.
- The majority of youth participants stay in programming for more than one year. Regular attendance, defined as a participant attending 70% or more of program days available to them, was analyzed for the 2016-2017 school year and shows a decline from previous years. Program staff have reported that changes to the fee structure of programming may have had an influence on attendance rates. In addition, data quality related to the closure of participants may have had a negative effect on this measure. The JWB Senior Program Evaluator has provided technical assistance and is working with the program staff to develop a stronger analysis of summer attendance for the upcoming year. The program has also made adjustments to the fee structure to better address the needs of families in financial need.
- Adults who receive family support services define goals to improve their quality of life and 94% are reported to achieve these goals. In addition, adults are asked to rate the services they received and 144 surveys were submitted to JWB. A full report of satisfaction levels is given to the provider and improvements to the survey are being developed for FY18.

 Date: 5/24/18
Felicia Pizana
Senior Program Consultant

 Date: 5/23/18
Saba Arzola
Senior Program Evaluator

 Date: 5/24/18
Karen Woods
Program Administration Manager

 Date: 5/25/18
Karen Boggess
Program Evaluation Manager

 Date: 6-1-18
Judith Warren
Chief Operating Officer

 Date: 6/1/18
Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: InterCultural Advocacy Institute, Inc. (ICAI)

Program: Hispanic Outreach Center (HOC)

Program Monitoring Reporting Period: 10/1/2016-9/30/2017

BRIEF PROGRAM DESCRIPTION: Services consist of youth development, mental health counseling, crisis intervention, educational forums, and legal services. Additional services offered are volunteer income tax assistance services (VITA), family and victim advocacy, and English for Speakers of Other Languages classes (ESOL).

AGENCY/PROGRAM ACCOMPLISHMENTS:

- The Hispanic Outreach Center (HOC) successfully held their annual health fair in partnership with various community partners. Health screenings, events, and education seminars, were provided to members of the community.
- HOC successfully held their Embracing Our Changing Community Cultivating Civility Conference, in partnership with St. Petersburg College and other community partners.

TECHNICAL ASSISTANCE:

- An updated version of the consent paperwork was provided to the provider by JWB program staff.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17
Total Program Budget	\$559,607	\$696,403	\$749,113
JWB Allocation	\$397,810	\$529,947	\$547,211
Percent of Total Program Budget represented by JWB Allocation	71%	75%	73%
Lapse	\$9,043	\$98,588	\$47,696
Cost per Participant*	\$2,855** (\$559,607/196)	\$3,239 (\$696,403/215)	\$3,215 (\$749,113/233)

*Cost per participant information is calculated as follows: Total program budget/Total participants.

**Cost per participant may vary from previous reports due to data cleansing.

PARTICIPANT DEMOGRAPHICS:

- Among youth participants, 56% are female; among adult participants 88% are female
- 64% of participants are White, 31% are Other
- 96% of participants are Hispanic
- Of the 192 participants that specified their household income, 94% had an annual household income of less than \$30,000
- 36% are in a dual-parent married household, 33% are in a single parent female headed household
- 62% of participants live in one of the five high-risk zones

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Number of community events reported	Baseline	137	Baseline	107	15	18
Percent of youth participants who continue in the program for more than one year	Baseline	24%	Baseline	69%	70%	70%
Children completing HARE Survey	Baseline	93	Baseline	79	50	46
Children completing Commitment to School Survey	Baseline	94	Baseline	78	50	46
Percent of goals achieved for adults who receive Victim Advocacy services	Baseline	100%	Baseline	100%	90%	100%
Percent of goals achieved for adults who receive Family Support services	Baseline	83%	Baseline	94%	90%	92%
Number of Customer Satisfaction Surveys administered	Baseline	47	Baseline	124	125	109

*Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.

PROGRAM MONITORING ACTIVITIES:

- In FY17, a visitation and tour of the HOC Tarpon site occurred, which was an expansion during this fiscal year. It was learned that programming took place at the St. Petersburg Tarpon campus, which includes four offices and storage space to assist with programming needs. Due to the type of services provided, programming space was observed to be conducive to meet the needs of participants. Typical programming involved English classes, domestic violence classes, immigration workshops, parenting classes, and therapeutic services.
- Further monitoring involved interviews of a parent participant, the St. Petersburg College Provost, the Family Advocate, and the Family Coordinator. Overall, services were expressed to be beneficial and satisfactory; however, it was noted that programming was still evolving.

Page 2 of 3

A full Program Monitoring Report is on file at JWB and can be requested at Kwoods@jwbpinellas.org.

ANALYSIS OF PERFORMANCE:


- Eighteen events were reported for FY17 and included a healthy relationship class, landlord tenant rights workshop, and a back to school event. ICAI also offers regular ESOL classes, immigration clinics, learn with your child classes, parenting classes, and VITA tax assistance.
- Youth in middle school programming meet weekly in small groups separated by grade and gender and receive academic support as well as curriculum supporting resilience, problem solving, and confidence. Participants may also volunteer in a youth-led food assistance program weekly. Youth leadership programming occurs biweekly at the HOC Clearwater site and involves academically successful youth and their families working on communication, resilience, and educational success. Youth participants are administered two assessments, the HARE Self Esteem Scale and the Commitment to School. Analysis shows that participants that pre-post changes are difficult to assess as most participants have high results at pre-test. A more sensitive assessment will be piloted in the upcoming year.
- Adults who receive family support services and victim advocacy services define goals to improve their quality of life and high levels of goal achievement are reported for both of these groups. In addition, adults are asked to rate the services they received and 109 surveys were submitted to JWB. A full report of satisfaction levels is given to the organization and further improvements to the survey instrument are being developed for FY18.


Date: 5/24/18
Felicia Pizana
Senior Program Consultant


Date: 5/23/18
Saba Arzola
Senior Program Evaluator


Date: 5/24/18
Karen Woods
Program Administration Manager


Date: 5/25/18
Karen Boggess
Program Evaluation Manager


Date: 5-30-18
Judith Warren
Chief Operating Officer


Date: 6/1/18
Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Lealman & Asian Neighborhood Family Center, Inc.

Program: Lealman and Asian Neighborhood Family Center

Program Monitoring Reporting Period: 10/1/2016-9/30/2017

BRIEF PROGRAM DESCRIPTION: LANFC provides youth development services through after school, summer, literacy, and junior leaders programming. Family support services are provided through parenting and English for Speakers of Other Languages classes. Additional family support services include assistance with employment, housing, immigration, and income taxes.

AGENCY/PROGRAM ACCOMPLISHMENTS:

- Lealman & Asian NFC served a reported 566 families through their food and bread pantry, 35 families through their computer lab, and 165 families through family support.
- Lealman & Asian NFC volunteers provided 515 hours of volunteerism.
- Lealman & Asian NFC youth development program provided leadership development for 16 youth participants.

TECHNICAL ASSISTANCE:

- A GEMS training and technical assistance was provided to program staff to facilitate improvement in data quality.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$721,497	\$739,945	\$775,508	
JWB Allocation	\$601,921	\$604,209	\$567,772	FY17 allocation does not include the Non-Operating Capital RFP award of \$73,636.
Percent of Total Program Budget represented by JWB Allocation	83%	82%	73%	
Lapse	\$16,009	\$2,936	\$9,672	
Cost per Participant*	\$2,586 (\$721,497/279)	\$2,925 (\$739,945/253)	\$2,712 (\$775,508/286)	

*Cost per participant information is calculated as follows: Total program budget/Total participants.

PARTICIPANT DEMOGRAPHICS:

- Among youth participants, 49% are female; among adult participants 69% are female
- 68% of participants are Asian, 23% are White, 3% are Black/African American
- 97% of participants are not Hispanic
- Of the 283 participants that specified their household income, 79% had an annual household income of less than \$30,000
- 52% are in a dual-parent married household, 29% are in a single parent female headed household
- 72% of participants live in one of the five high-risk zones

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Number of community events reported	Baseline	48	Baseline	68	50	70
Percent of youth participants who continue in the program for more than one year	Baseline	72%	Baseline	77%	80%	72%
Number of participants receiving the OST survey (October and May)	Baseline	122	Baseline	116	115	126
Percent of youth who attend 70% of the program days	Baseline	67%	Baseline	79%	70%	59%
Percent of children who were given the math intervention assessment tool improve their score from initial to final score.	Baseline	NA	Baseline	100%	90%	100%
Percent of goals achieved for adults who receive Family Support services.	Baseline	76%	Baseline	89%	80%	84%
Number of Customer Satisfaction Surveys administered	Baseline	50	Baseline	46	50	0

**Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.*

PROGRAM MONITORING ACTIVITIES:

- In FY17 JWB staff attended the LANFC 5th annual community recognition luncheon. During the luncheon community partners were recognized for their contributions and acts of service, and youth participants from the LANFC performed a cultural dance as a collaborative group. An observation of the LANFC-Girl Scouts and investiture program was also conducted.
- The investiture program provided an opportunity for returning LANFC troop participants to interact with new troop members, new families, and program staff. Girl Scouts staff were observed to provide guidance to all of the youth participants in attendance, and the LANFC program staff was observed to be present and ready to assist. The annual Thomas Chance Thanksgiving dinner was attended. Throughout this event community participants were observed to be fed in collaborative fashion.
- An annual file review was conducted on 5/16/2017. Due to the provider utilizing Volunteer Employment Criminal History Screening (VECHS) as their vendor for level 2 background screenings, only the Affidavits of Good Moral Character forms could be reviewed. VECHS does not allow third party review of their reports, so in lieu of reviewing reports, the Executive Director of the organization signs an affidavit swearing the volunteers and staff have passed the level 2 screening. A total of nineteen staff files, and three adult volunteer files were reviewed for the following: completed Affidavit of Good Moral Character forms, organization of staff files, and evidence of trainings.
- Staff and volunteer files were organized with evidence of various type of trainings which involved sexual harassment, retaliation, and confidentiality. All of the staff, youth leaders, and volunteer files reviewed were observed to be organized with evidence of completed affidavits, volunteer applications, and position descriptions.

ANALYSIS OF PERFORMANCE:

- Seventy events were reported for FY17 and included the annual Thomas Chance Thanksgiving Dinner, a Soul Food Experience in honor of Black History month, and the 5th Annual LANFC Luncheon. LANFC also offers recurring events such as adult computer classes, Cooking Matters sessions, ESOL classes, and free tax preparation.
- Youth participants receive homework assistance, tutoring, literacy assistance, computer lab time, arts and crafts time, and outdoor time. The majority of youth participants stay in programming for more than one year. Regular attendance, defined as a participant attending 70% or more of program days available to them, was analyzed for the 2016-2017 school year and shows a decline from previous years. Over the last three years youth programming has expanded to serve a wider variety of families which may have affected this measure. The JWB Senior Program Evaluator is working with program staff to better account for attendance variations caused by mandatory school programming that provides academic support to youth in need in FY18.
- Adults who receive family support services define goals to improve their quality of life and 84% achieve these goals. In addition, adults are asked to rate the services they received. These surveys were not reported to JWB in FY17, however technical assistance has been provided to improve the reporting process so that satisfaction levels can be assessed for FY18.

Felicia Pizana Date: 5/24/18
Felicia Pizana
Senior Program Consultant

Saba Arzola Date: 5/23/18
Saba Arzola
Senior Program Evaluator

Karen Woods Date: 5/24/18
Karen Woods
Program Administration Manager

Karen Boggess Date: 5/25/18
Karen Boggess
Program Evaluation Manager

Judith Warren Date: 5-30-18
Judith Warren
Chief Operating Officer

Dr. Marcie A. Biddleman Date: 6/1/18
Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Local Community Housing Corporation

Program: Cops ‘n Kids

Program Monitoring Reporting Period: October 1, 2016 – September 30, 2017

BRIEF PROGRAM DESCRIPTION:

The Cops ‘n Kids Youth Center is located in the Tarpon Springs community of northern Pinellas County. The program is a licensed after school and summer program that provides direct youth development services to at risk and low income youth. Unlike other afterschool programs in the Tarpon Springs community, Cops ‘n Kids has an onsite Resource Officer provided by the Tarpon Springs Police Department. Activities include academic support, social and emotional development, physical fitness, personal enrichment, and leadership development.

Agency/Program Accomplishments:

- Increased community partnerships efforts and collaborated with The Suncoast Center, Tarpon Springs Rotary Club, and The Chapel Church.
- Fifteen youth graduated from the program for the 2016- 2017 school year.

Technical Assistance:

The Cops ‘n Kids program received several program observations and ongoing technical assistance throughout the fiscal year. JWB staff provided strategic programmatic and budgetary technical assistance to ensure services aligned with JWB’s strategic plan and focus areas.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17
Total Program Budget	\$507,708	\$640,803	\$686,121
JWB Allocation	\$408,730	\$280,000	\$297,582
Percent of Total Program Budget represented by JWB Allocation	81%	44%	43%
Lapse	\$89, 425	\$28,869	\$62,160
Cost per Participant*	\$4,929	\$5,621	\$5,852

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

PARTICIPANT DEMOGRAPHICS

During FY17 data was collected on 121 participants receiving services. Of those, 72% came from a single parent female head of household, 54% were male, 63% were between the ages of nine and 14, and 80% identified as Black or African American. All participants are from Tarpon Springs, with most living within walking distance of the program. Household income was collected on 78 participants, of which 55% had a household income of less than \$30,000.

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of participants who continue in the afterschool program for more than one year	Baseline	62%	Baseline	58%	68%	68%
Number of OST survey during administration window	Baseline	117	Baseline	52	90	101
Percent of youth who attend 70% or more of the program days.	70%	75%	70%	84%	70%	78%

**Performance is typically measured on full fiscal years and on the total population served.*

PROGRAM MONITORING ACTIVITIES

A file review was conducted on June 26, 2017, and included the Cops ‘n Kids Program Director and Program Coordinator as well as JWB staff. A total of six files – both open and closed participants – were reviewed for accuracy of information and consistency between the file and GEMS. The Cops ‘n Kids program maintained well organized and up to date files. The program was successful in tracking attendance and opening and closing participants, however, the program needed to work on updating participant information in GEMS. In a few instances it appears as if the program had accepted new enrollment information, including updated demographic information, but this was not being entered into GEMS. JWB staff recommended implementing process of verifying the information before entering a new episode or roster information. Additionally, attendance for the program is entered once a month by the 15th of the following month. This held true in the attendance reviewed. JWB agreed to this process.

ANALYSIS OF PERFORMANCE:

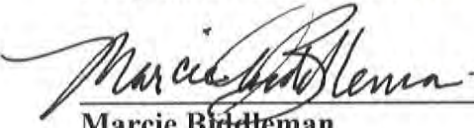
The Cops ‘n Kids program has successfully engaged participants’ year after year. This is evidenced by 68% of participants attending the program for more than one year, and 78% of participants attending 70% of program days or more. The programming offered by Cops ‘n Kids allows for an immersion in a variety of topic areas including gardening, technology, and community involvement. This allows participants to try new things and explore their interests, while maintaining a structured program. Additionally, the lack of staff turnover fosters integral relationships between the participants and staff. These trusting relationships are the backbone to Cops ‘n Kids success.


Date: 5/29/18
Desmon Newton
Senior Program Consultant


Date: 5/29/18
JoAnn DiLernia
Senior Program Evaluator


Date: 5/30/18
Karen Woods
Program Administration Manager


Date: 5/29/18
Karen Boggess
Program Evaluation Manager


Date: 6/1/18
Marcie Biddleman
Chief Executive Officer


Date: 6-1-18
Judith Warren
Chief Operating Officer



Juvenile Welfare Board

Executive Summary of Program Monitoring Report

Agency: PARC, Inc. **Program:** Respite

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

Brief Program Description:

Respite offers temporary relief for caregivers who have children with chronic medical and/or developmental disabilities or children who are at risk of abuse and neglect, thus allowing the primary caregiver to have some time away from the everyday demands of caregiving. This includes supporting family preservation for children in kinship care. Respite occurs in the family home and can occur for a length of time that is authorized on an individualized basis for each family served by the program. Respite care is viewed as a vital component of the continuum of services necessary to mitigate family stress levels thereby helping to preserve the family and afford the necessary supports to a family in crisis. Moreover, this type of service assists families by helping to stabilize the family system while decreasing the pressures that may lead to incidents of abuse and/or neglect¹.

Technical Assistance:

Over the course of FY17 JWB staff collaborated with program staff to identify and implement service improvements involving broad updates to existing operational procedures and practices resulting in an extensive, yet comprehensive, overhaul of the program's methodology. Quality Improvement recommendations were generated as a result of preliminary findings from; direct program practice observations, file reviews, key informant interviews, and a retrospective analysis of GEMS service entry and billing data for FY16 through quarter one of FY17.

Agency/Program Accomplishments

Towards the close of FY17 observations of programmatic activities in response to Quality Improvement recommendations and Program Methodology overhaul appeared to yield positive results. As evidenced by; the completion of staff training on assessment protocols, implementation of a rating instrument as a central feature of intake and assessment processes, revision of all program documentation, reductions in waitlist size, the adoption of a waitlist priority protocol, a streamlined intake process with increased levels of access to care and the establishment of coherent utilization management procedures. The program has revised its program participant handbook and updated the program medical policy with both documents now being provided to participants at point of intake into the program. Finally, the agency modified the staffing model to add an Assistant Program Manager position to assist in providing additional oversight and hired a replacement Program Manager with experience and qualifications commensurate with the operational needs of the program.

¹ Cowen, P. S., & Reed, D. A. (2002). Effects of respite care for children with developmental disabilities: Evaluation of an intervention for at risk families. *Public Health Nursing, 19*(4), 272-283.

Fiscal Snapshot:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$660,022	\$657,563	\$650,563	
JWB Allocation	\$628,234	\$628,234	\$628,013	
Percent of Total Program Budget represented by JWB Allocation	96%	96%	96%	
Lapse	\$28,517	\$1,434	\$12,200.17	
Cost per Participant*	\$117	\$159	\$160	

*Cost per participant information is calculated as follows: Total program budget/Total actual participants.

Participant Demographics:

Children ranged in age from birth to 17 years with approximately 71% under age ten. Nearly half (48%) of all children served are living in single parent households. A majority (82%) of these households have an annual income less than \$40,000 and yet 44% of all caregivers earned a college degree. This data aligns with the research that highlights the financial challenges experienced by some families due to the increased demands of caring for a child with special needs.

Program Outcomes:

Performance Measure Description	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of children will have no new verified report of abuse and/or neglect <u>during program</u> services as measured by independent verification with Florida Safe Families Network (FSFN).	90%	99%	90%	97%	90%	95%
Percent of children who complete the program will have no new verified report of abuse and/or neglect for a period of twelve months <u>after case closure</u> as measured by independent verification with Florida Safe Families Network (FSFN).	85%	98%	85%	97%	85%	96%

Performance Measure Description	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Percent of families will be satisfied with services as measured by the Follow Up Quality Assurance & Maintenance Eligibility Survey.	N/A	N/A	Baseline	85%	90%	100%

**Performance is typically measured on full fiscal years and on the total population served.*

Program Monitoring Activities

A direct observation of the program’s initial intake process was conducted on 11/21/16 followed by another direct observation of the authorization renewal process on 12/5/16. The observed intake and renewal processes revealed limitations in adequately assessing level of care and family needs as there appeared to be no use of a standardized assessment instrument. As result of preliminary findings from direct program observations, JWB Senior Evaluator and Senior Program Consultant provided the program with a written set of Quality Improvement recommendations on 12/9/16. Monitoring of the implementation of these recommendations occurred over the entire course of FY17.

Analysis of Performance:

The annual file review consisted of six randomly selected participant files resulting in an overall data accuracy score of 67%. Typically, an acceptable accuracy rate is 90% and higher, and likely to be achieved when a program has developed a written Data Plan outlining procedures to include staff positions responsible for entering and reviewing data on a regular basis. Immediate, ongoing technical support was provided by JWB staff directly following the file review with an enhanced focus on managing data to improve practice.

Families who have children with special needs often feel isolated, report high levels of stress, and typically experience financial pressures which, when combined, can lead to greater risk for child maltreatment. Research has demonstrated that families with children with medical and/or developmental disabilities, or children who are at risk of abuse and neglect typically experience unusually high challenges such as emotional, physical, and financial stress.² Respite improves family functioning and prevents children from penetrating the dependency system by providing adequate support to families in need. Respite continues to exceed its performance targets for preventing child abuse and/or neglect during services as well as twelve months after case closure.

² Neely-Barnes, S. L., & Dia, D. A. (2008). Families of children with disabilities: A review of literature and recommendations for interventions. *Journal of Early and Intensive Behavior Intervention*, 5(3), 93-107

In addition, families are asked to complete a survey each quarter to inform service delivery, identify additional needs, and to ensure the assigned provider is an appropriate fit for the child. While 100% of the families surveyed said they were highly satisfied, data was available for only one third of all families served. Due to the many programmatic changes that occurred during the fiscal year, data collection, entry, and quality assurance practices were impacted. Further improvements are expected in the coming year.



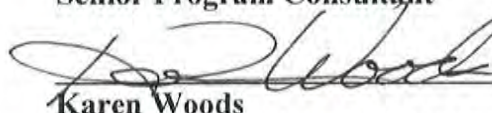
Date: 5/21/18

Paul Webb
Senior Program Consultant



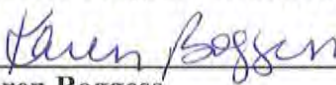
Date: 5/21/18

Rebecca Albert
Senior Program Evaluator



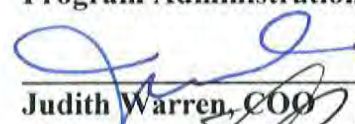
Date: 5/21/18

Karen Woods
Program Administration Manager



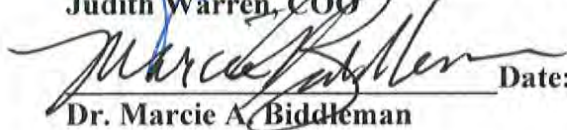
Date: 5/21/18

Karen Boggess
Program Evaluation Manager



Date: 5/30/18

Judith Warren, COO



Date: 6/1/18

Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Preserve Vision Florida

Program: Seeing Our Bright Future

Program Monitoring Reporting Period: 5/1/2016 – 9/30/2017

BRIEF PROGRAM DESCRIPTION: Preserve Vision Florida’s Seeing Our Bright Future (SOBF) program provides education, vision screenings, and follow up to children ages two through 17 in various settings throughout Pinellas County. Once screened, children identified as in need of additional evaluation receive a referral for a complete medical exam and eyewear. If a child is referred for additional evaluation, SOBF provides ongoing follow up and support to parents and caregivers to ensure the vision need is addressed.

AGENCY/PROGRAM ACCOMPLISHMENTS:

Preserve Vision Florida (PVF) hosts an annual Person of Vision Award Dinner. In February of 2017 PVF honored Joe Lopano, President & CEO of Tampa International Airport. PVF received over \$160k in support, along with \$70k of in-kind services that enhanced the event. PVF also began receiving Vision Services Program vouchers which assist to cover expenses of the eye exam and glasses for participants in need.

TECHNICAL ASSISTANCE:

The JWB assigned Program Consultant and Evaluator worked closely alongside Preserve Vision staff during initial program set-up, implementation, and first year of program services. Technical assistance was provided throughout the implementation period on elements such as budget development, background screenings, participant consent, methodology development, and data entry. During the initial year of programming, JWB staff also provided technical assistance on participant documentation, case closure procedures, confidentiality, data security, service coordination, community collaborations, incident reporting, quality assurance processes, data quality, and measurement.

FISCAL SNAPSHOT:

	FY15	FY16	FY17
Total Program Budget	N/A	\$122,700	\$220,935
JWB Allocation	N/A	\$75,000	\$150,000
Percent of Total Program Budget represented by JWB Allocation	N/A	61%	68%
Lapse	N/A	\$20,997	\$2,602

Cost per Participant*	N/A	N/A	\$ 103 (\$220,935/2154)
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**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

PARTICIPANT DEMOGRAPHICS:

In FY17 SOBF screened 2,154 youth for visual impairments. Youth screened represented every age group. Of those youth, 323 were identified as needing follow-up care. The largest group of these children were under the age of five (34%). Gender was evenly distributed between males (51%) and females (49%). Fifty-one percent of the youth resided in the city of St. Petersburg, 22% resided in Clearwater, 7% resided in Largo and 5% resided in Pinellas Park. The remainder were scattered throughout Pinellas County.

PROGRAM OUTCOMES:

Performance Measure Description*	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Youth identified as needing follow-up services that obtain an appointment	N/A	N/A	N/A	N/A	80%	72%
Youth that obtain an appointment that receive treatment	N/A	N/A	N/A	N/A	90%	65%

**Performance is typically measured on full fiscal years and on the total population served.*

PROGRAM MONITORING ACTIVITIES:

SOBF was awarded funds through the FY16 New and Expanded Program RFA. During this time the program participated in GEMS training and collaborative meetings regarding program implementation. The assigned JWB staff observed programming throughout the reporting period without incident. At each observation staff were observed to be well organized in their delivery of services. The JWB also conducted interviews of parents, staff, and community partners. The feedback provided through these interviews was generally positive and was communicated to program leadership. In addition, JWB assisted agency leadership identify and develop several administrative elements such as incident reporting and formal quality assurance processes.

On 4/20/2017, the JWB Program Consultant and Evaluator completed a formal file review. Files were observed to contain many strengths including 100% of files contained required releases of information, strong data quality relative to service dates and address information. JWB staff did observe consistent errors relative to individual data and closure data fields. Generally, the errors were process related rather than direct data entry mistakes. JWB staff provided technical assistance relative to appropriate progress note documentation and clear procedures for case closure.

The program was not always timely with the submission of contractually required documents and timely budget amendment requests. Generally, documents are obtained but require several prompts prior to

submission. JWB will continue to provide support in these areas as well as program services as the need arises. With this noted, throughout implementation the program worked very closely alongside JWB staff. Despite needed improvements along the way the program was diligent in their response to feedback provided and maintained consistent communication with JWB.

ANALYSIS OF PERFORMANCE:


This program has inter-related performance measures. The agency exceeded expectations for the number of screening events and the number of youth screened. From the screenings held, 323 children were identified as needing additional evaluation. The agency works with the family to secure an appointment with an ophthalmologist and will pay for that, if needed. Seventy-two percent of children needing an appointment obtained one; this was just shy of their targeted goal of 80%.


The program also monitors that children who obtain an appointment, actually receive the recommended services. Again the program couples assertive case management with the capacity to secure, or pay for, needed services, most often glasses. The program hypothesized that once an appointment was secured, that 90% of parents would follow-up with treatment recommendations. In actuality, only 65% of children who obtained an appointment were identified as having received the recommended treatment. The lower percentage of compliance is partially related to the difficulty in securing information about what happened after the appointment, as it is with families not following through with recommendations.

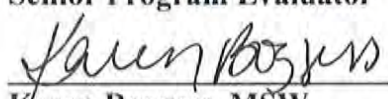
Data Quality

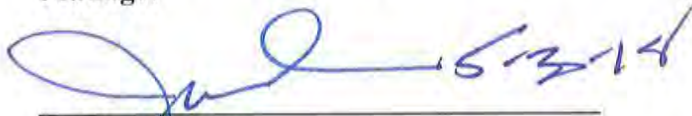
The program has been very responsive to data quality. As noted above, when errors were brought to the program's attention they were corrected swiftly. Additionally, the program instituted processes to carve out time for staff to complete data entry in a timely fashion, leading to greater accuracy. They also created a protocol to conduct internal data quality checks.


Date: 5/14/18
Jennifer Artiaga, LCSW
Senior Program Consultant


Date: 5/14/18
Megan Stockings, MSW
Senior Program Evaluator


Date: 5/15/18
Karen Woods,
Program Administration
Manager


Date: 5/30/18
Karen Boggess, MSW
Program Evaluation Manager


Date: 5-13-18
Judith Warren
Chief Operating Officer

Date: _____


Date: 5/30/18
Dr. Marcie A. Biddleman
Chief Executive Officer

Date: 5/30/18



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Religious Community Services, Inc.

Program: RCS Grace House

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

BRIEF PROGRAM DESCRIPTION: RCS Grace House is a homeless shelter for families with on-site case management staff who work with residents to overcome barriers to employment and permanent housing over the course of eight weeks.

AGENCY/PROGRAM ACCOMPLISHMENTS:

RCS underwent a changes in senior leadership as Caitlynn Higgins-Joy resigned and was replaced with the current President and Chief Executive Officer, Kirk Smith. Programmatically, RCS Grace House was awarded funds to support new playground equipment for the youth which was installed in FY17. The program also completed its first full year of follow-up case management services as a result of the FY16 JWB New and Expanded Program RFA.

TECHNICAL ASSISTANCE:

The JWB assigned Program Consultant and Evaluator worked closely with new agency leadership throughout the reporting period. Throughout the reporting period, JWB and program staff maintained communication and took opportunities to meet to review programmatic challenges and success. During these discussions several program elements were reviewed. During collaborative meetings, JWB provided technical assistance relative to data entry efforts in an effort to streamline.

FISCAL SNAPSHOT:

	FY15	FY16	FY17	Comments
Total Program Budget	\$454,174	\$531,767	\$602,653	
JWB Allocation	\$61,391	\$220,147	\$350,143	In FY16 the program was awarded an increase of \$40,000 for additional program support and \$118,756 for the New and Expanded RFA.
Percent of Total Program Budget represented by JWB Allocation	14%	42%	58%	
Lapse	\$0	\$8307	\$12,030	
Cost per Participant*	\$817 (454,174/556)	\$1009 (531,767/527)	\$1,128 (602,653/534)	

*Cost per participant information is calculated as follows: Previous year's total program budget/previous full year's total participants.

PARTICIPANT DEMOGRAPHICS:

More than half (64%) of the families entering shelter were single parent households with a majority (86%) having an annual income of less than \$30,000. Adults ranged in age from 18 to 60 with the average age being 28 years. Nearly two thirds of all adults graduated high school or received a high school equivalent, 21% did not graduate high school, 15% had some college, and less than one percent earned a four-year degree. Children ranged in age from birth to 17 with more than half (56%) ages five and younger.

PROGRAM OUTCOMES:

Performance Measure Description	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of adults will have moved into stable housing by the time of program completion or case closure, whichever occurs first, as measured by case records	50%	65%	50%	56%	65%	76%
Percent of families will demonstrate progression of self-sufficiency as measured by the Arizona Self-Sufficiency Matrix.	N/A	N/A	N/A	N/A	Baseline	79%

PROGRAM MONITORING ACTIVITIES:

The JWB assigned Program Consultant and Evaluator conducted program monitoring activities throughout the reporting period. Observations included facility tours, life skill groups, and child care services offered during life skills classes. Program monitoring also included participant and staff interviews. Participants interviewed communicated Grace House staff were professional and had been vital to participant’s maintaining their motivation while balancing enforcement of program rules and regulations. Staff interviews conveyed program strengths which included open communication among staff and participants and a stigma-free family environment for families. Challenges reported by staff included the mental health needs of participants, ability to consistently maintain communication with families during times of crisis, and a continued high demand for Grace House services. Staff noted several opportunities for improvement which included more comprehensive parent training, mentoring programs for youth, tutoring in the afternoon, more activities for youth, and more nutritional food offerings for participants. Feedback from all interviews was reviewed with program management.

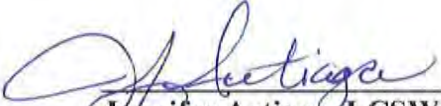
JWB staff also completed file reviews on two occasions during the reporting period. The file review consisted of eight randomly selected household files resulting in an overall data accuracy score of 93%.

ANALYSIS OF PERFORMANCE:

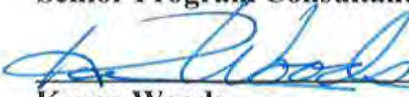
During FY17, the intake specialist at Grace House conducted 998 telephone screenings involving families in need of shelter yet only a small percentage were eligible due to the program’s specific acceptance criteria which includes passing a drug and alcohol screening prior to moving in, must be working or demonstrate a willingness to obtain employment within the first week at shelter, and having no history of violent criminal offenses within the last five years.

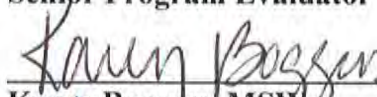
This program is designed to help families get back on their feet with the ultimate goal of securing safe and stable housing. The program successfully achieved its performance measure with approximately 76% of families transitioning to stable housing during the reporting period. Stable housing is defined by the program as public, Section 8, private rental or landlord, transitional, and/or living with family or friends.


In addition, adults complete a Self-Sufficiency Matrix at intake and again at discharge. The matrix helps to identify strengths, understand areas of need, and document progress over time. It consists of various domains (e.g., employment, shelter, life skills, health care, mental health, substance abuse, safety, childcare, parenting skills, etc.) that are scored using a 5-point likert scale. Year one results show a statistically significant difference between pre- and post- matrix scores resulting in a seven-point higher post- when compared to pre-matrix score, on average. This tool is also being utilized for families who present with a greater need for additional resources after shelter. As an enhancement to program services, staff now attempt to contact families at 30-day, six months, and one year post shelter to ensure families remain stably housed.


Date: 5/31/18
Jennifer Artiaga, LCSW
Senior Program Consultant



Date: 5/31/18
Rebecca Albert, MSW
Senior Program Evaluator


Date: 6/4/18
Karen Woods,
Program Administration
Manager


Date: 8/5/18
Karen Boggess, MSW
Program Evaluation Manager


Date: 6/4/18
Judith Warren
Chief Operating Officer

Date: _____


Date: 6/4/18
Dr. Marcie A. Biddleman
Chief Executive Officer

Date: 6/4/18



Juvenile Welfare Board

EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Religious Community Services, Inc.

Program: The Haven of RCS

Program Monitoring Reporting Period: 10/1/2016 through 9/30/2017

BRIEF PROGRAM DESCRIPTION: The Haven of RCS is a domestic violence center certified by the Florida Coalition Against Domestic Violence (FCADV). The Haven of RCS has three separate service components which include their domestic violence shelter, outreach services, and a Permanent Living Program (PLP).

AGENCY/PROGRAM ACCOMPLISHMENTS:

RCS underwent a changes in senior leadership as Caitlynn Higgins-Joy resigned and was replaced with the current President and Chief Executive Officer, Kirk Smith. Additional organizational changes occurred including realignment and consolidation.

TECHNICAL ASSISTANCE:

The JWB assigned Program Consultant and Evaluator worked closely with new agency leadership throughout the reporting period. JWB staff provided technical assistance to ensure all program documentation and fiscal information aligned with program service delivery, transitioned contract to cost reimbursement, as well as identify areas of opportunities for quality improvement in service delivery. These efforts included planning for enhancements to shelter's youth services, implementation of safe sleep procedures for the shelter, areas of opportunity for future program quality improvement in outreach. JWB staff also began to regularly attend the Pinellas Domestic Violence Taskforce meetings in effort to increase understanding of current community efforts and potential collaboration.

FISCAL SNAPSHOT:

	FY15	FY16	FY17	Comments
Total Program Budget	\$1,070,873	\$1,067,120	\$1,149,333	
JWB Allocation	\$104,382	\$104,382	\$131,093	FY15 amount excludes a capital award in the amount of \$47,747.
Percent of Total Program Budget represented by JWB Allocation	10%	10%	11%	

	FY15	FY16	FY17	Comments
Lapse	\$6,570	\$6448	\$43,423	
Cost per Participant*	\$3265 (\$1,070,873/328)	\$3605 (\$1,067,120/296)	\$3,780 (\$1,149,333/304)	

*Given the nature of program services and challenges obtaining an unduplicated count of participants served in Outreach services, the cost per participant information for The Haven is calculated as follows: Total program budget/Total shelter participants.

PARTICIPANT DEMOGRAPHICS:

Children served in shelter ranged in age from birth to 17 years. A majority (81%) of the children were ten and younger with nearly half being four and younger. Thirteen percent of the women in shelter were pregnant and nearly one third (31%) were employed. Upon entering shelter, more than half of all participants were living within one of the five identified High Risk Zones in Pinellas County with the majority (75%) residing within High Risk Zone 2, North Greenwood.

PROGRAM OUTCOMES:

Performance Measure Description	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of adult participants who are in shelter for more than 72 hours will complete Safety Planning to include family safety and security.	98%	99%	98%	99%	98%	99%
Percent of children in shelter for more than 72 hours shall have an assessment when they leave shelter.	N/A	N/A	N/A	N/A	Baseline	94%

PROGRAM MONITORING ACTIVITIES:

Due to the nature of domestic violence services and wanting to keep participants safe, traditional program monitoring cannot always be completed. Interviewing participants can be difficult, as well, because the participants may not want to disclose themselves. With this noted, JWB staff worked with program leadership during the year and were able to complete three participant interviews. Feedback regarding these interviews was provided to program staff and resulted in further conversations and data deliverables regarding broader participant feedback data already being collected by the programs quality assurance processes. Staff interviews were also conducted which conveyed opportunities for program improvement in the areas of safe sleep and support group attendance. During FY17 JWB staff observed program services through a variety of methods including facility tours, youth services, classes on dating violence, and attendance at FCADV CORE training in effort to better understand program services and delivery.

The Haven continues to receive annual monitoring through FCADV. The FY17 monitoring report included six findings in the following areas: volunteer and personnel files not containing all the required FCADV documentation, failure to notify FCADV on changes to RCS Board membership within five days, untimely payment of invoices, child service files not containing all required service documentation, and inconsistent access to the RCS Hotline via Telecommunication Device for the Deaf (TDD). In response to the monitoring, FCADV requires written response with 10 days of their report being issued and the development of a Monitoring Corrective Action Plan. In June of 2017, RCS received confirmation of successful completion of the FCADV MCAP within 90 days.


ANALYSIS OF PERFORMANCE:


According to FCADV data reports for 2016, there were 6,829 reports of domestic violence offenses in Pinellas County; about 20 domestic violence offenses reported each day here in Pinellas County, and presumably, lower than the actual number due to underreporting. Services available to survivors of domestic violence include shelter for when home is no longer safe. Participants who accessed shelter services during FY17 stayed about 68 days, on average. Actual length of shelter stay is consistent across domestic violence providers in Pinellas County and higher than expected (40 – 45 days). The expected average shelter stay at the Haven of RCS was 40 days, and thus significantly lower than the actual.

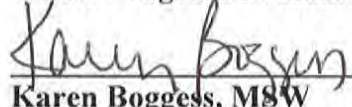
The program successfully achieved its performance measure for adults in shelter by ensuring 99% of adult participants in shelter for more than 72 hours (3 days) were equipped with an individualized Safety Plan before leaving shelter. Safety planning assists survivors with identifying strategies for increasing safety at home, in the community, during a violent incident, and/or when preparing to leave the batterer.


A second measure was added this reporting period to align with FDADV’s performance monitoring of children in shelter. The measure is intended to affirm that children in shelter for more than 72 hours (3 days) are also being assessed to identify immediate needs which includes safety planning.


 Date: 5/31/18
Jennifer Artiaga, LCSW
Senior Program Consultant

 Date: 5/21/18
Rebecca Albert, MSW
Senior Program Evaluator

 Date: 6/1/18
Karen Woods,
Program Administration
Manager

 Date: 6/1/18
Karen Boggess, MSW
Program Evaluation Manager

 Date: 6-5-18
Judith Warren
Chief Operating Officer

 Date: 6/5/18
Dr. Marcie A. Biddleman
Chief Executive Officer



EXECUTIVE SUMMARY OF PROGRAM MONITORING REPORT

Agency: Safety Harbor Neighborhood Family Center, Inc.
Program: d/b/a Mattie Williams Neighborhood Family Center
Program Monitoring Reporting Period: 10/1/2016-9/30/2017

BRIEF PROGRAM DESCRIPTION: The Mattie Williams Neighborhood Family Center (MWNFC) typically provides youth development services, including the Bright Ideas after school program and summer camp, to participants in grades K-8 that attend the following schools: Eisenhower Elementary, Safety Harbor Elementary, McMullen-Booth Elementary and Safety Harbor Middle. Activities include homework assistance, and skill building in science, technology, engineering, and math (STEM) and literacy. Family support services consist of adult education, career development, and life skills classes.

AGENCY/PROGRAM ACCOMPLISHMENTS:

- MWNFC held their annual back to school event, and provided 452 youth with backpacks.
- MWNFC partnered with the Florida Department of Children And Families: Women Infant and Children (WIC) program and were able to serve a reported 2,360 women, infant, and children.
- MWNFC provided emergency services which included food and water to children and families during Hurricane Irma.

TECHNICAL ASSISTANCE:

- Ongoing GEMS support and technical assistance have been provided as needed to maintain data quality and enhance service documentation.

FISCAL SNAPSHOT:

	FY 15	FY 16	FY 17	Comments
Total Program Budget	\$486,527	\$489,495	\$470,952	
JWB Allocation	\$328,178	\$331,240	\$329,661	FY17 allocation does not include the Non-Operating Capital RFP award of \$53,067.
Percent of Total Program Budget represented by JWB Allocation	67%	67%	70%	
Lapse	\$10,074	\$891		
Cost per Participant*	\$963 (\$486,527/505)	\$1003 (\$489,495/488)	\$1046 (\$470,952/450)	

**Cost per participant information is calculated as follows: Total program budget/Total participants.*

PARTICIPANT DEMOGRAPHICS:

- Among youth participants, 52% are female; among adult participants 80% are female
- 76% are White, 16% are Black/African American
- 37% of participants are Hispanic
- Of the 369 participants that specified their household income, 87% had an annual household income of less than \$30,000
- 52% are in a dual-parent married household, 29% are in a single parent female headed household
- 78% of participants live in the ZIP Codes of 33695, 34677, or 33759

PROGRAM OUTCOMES:

Performance Measure Description*	FY 15		FY 16		FY 17	
	Target	Actual	Target	Actual	Target	Actual
Number of community events reported	Baseline	12	Baseline	27	15	26
Percent of youth participants who continue in the program for more than one year	Baseline	53%	Baseline	55%	60%	60%
Number of participants receiving the OST survey (October and May)	Baseline	42	Baseline	69	55	48
Percent of youth who attend 70% of the program days	Baseline	61%	Baseline	77%	70%	75%
Percent of goals achieved for adults who receive Family Support services.	Baseline	100%	Baseline	100%	100%	0%
Number of Customer Satisfaction Surveys administered	Baseline	102	Baseline	81	90	126

**Performance is typically measured on full fiscal years and on the total population served. If performance is measured for a partial year or on a sample of participants, this will be noted in the "Analysis of Performance" section of the report.*

PROGRAM MONITORING ACTIVITIES:

- In FY17, a program visitation of MWNFC occurred. During this visitation a brief tour, interview, observation, and file review took place. In touring the center, the food pantry was observed to be filled with various non-perishable food, readily available to feed families. It was conveyed that having food available for families and children was imperative due to the increased need seen in the community. It was also learned that all food items were tracked regularly, to ensure that the shelf dates had not expired. An annual file review was conducted. A total of three intermittent volunteer files and nineteen staff files were reviewed for the following: completed Affidavit of Good Moral Character forms, organization of staff files, and evidence of staff trainings.
- A total of eight randomly selected participant files were reviewed to assess accuracy of information and consistency between the organization’s files and the GEMS data system. Overall files were well organized and had exceptionally strong data accuracy and consistency.

ANALYSIS OF PERFORMANCE:

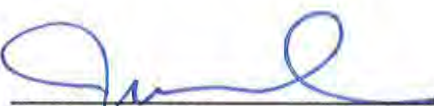
- Twenty-six events were reported for FY17 and included a back to school backpack distribution, family night with youth development participants, and a holiday gift distribution through Adopt a Family. MWNFC also offers recurring events such as a food pantry distribution and free tax preparation appointments and hosts numerous community events that assist in fundraising. In September 2017, additional services were provided to address immediate needs of the community in the aftermath of Hurricane Irma.
- Youth participants receive homework assistance, tutoring, technology classes, and academic skill building activities. The majority of youth participants stay in programming for more than one year. Regular attendance, defined as a participant attending 70% or more of program days available to them, was analyzed for the 2016-2017 school year and shows a majority attend regularly. The JWB Evaluator is also working with the program to develop a separate analysis of summer programming and outcomes.
- Adults who receive family support services define goals to improve their quality of life. These outcomes were assessed but not reported for FY17 due to a data entry oversight. Program staff have been provided technical assistance and this measure will be analyzed in FY18. In addition, adults are asked to rate the services they received and 126 surveys were submitted to JWB. A full report of satisfaction levels is given to the organization and further improvements to the survey instrument are being developed for FY18.


Date: 5/24/18
Felicia Pizana
Senior Program Consultant


Date: 5/24/18
Saba Arzola
Senior Program Evaluator


Date: 5/24/18
Karen Woods
Program Administration Manager


Date: 5/25/18
Karen Boggess
Program Evaluation Manager


Date: 5/30/18
Judith Warren
Chief Operating Officer


Date: 5/31/18
Dr. Marcie A. Biddleman
Chief Executive Officer



Juvenile Welfare Board

PROGRAM MONITORING REPORT

Agency: YMCA of Greater St. Petersburg

Program: YReads!

Program Monitoring Reporting Period: 10/1/16 through 9/30/2017

AGENCY OVERVIEW:

In 1920 the YMCA of Greater St. Petersburg was established in St. Petersburg in direct response to the needs of an ever changing and expanding community. Since that time, the YMCA of Greater St. Petersburg has developed into one of the largest child care providers in Pinellas County totaling twenty 25 before and after school programs.

The YMCA of St. Petersburg has received multiple awards over the years for their business model and community impact. Currently, the YMCA of St. Petersburg maintains five facilities throughout St. Petersburg and serve over 61,000 people annually. It is their mission to implement programs that build a healthy spirit, mind, and body for all.

PROGRAM DESCRIPTION:

YReads! is a school-based reading and tutoring after school program for students in Kindergarten through 3rd grades. The program works as an intervention to close the achievement gap for students identified as experiencing reading challenges. According to research conducted by the Annie Casey Foundation, 89% of students in poverty who read at grade level by third grade graduate on time. The program YReads! seeks to improve reading skills through small group mentoring, reading activities, and family participation. Volunteer mentors assist YReads! staff in maintaining a structured, positive, and nurturing environment where learning difficulties can be addressed and remedied. Students are referred to the program by school teachers based on low performance on reading scores. After enrollment, the student receives a diagnostic and placement test. Reading assessments and placement tests identify areas that need improvement, and literacy skills that have not yet been mastered by the student. YReads! staff and volunteer mentors are trained to administer evidenced-based curricula such as Systematic Instruction in Phoneme Awareness, Phonics and Sight Words (SIPPS) and KidzLit. Students participate in small group (1:3) activities that focus on increasing phonics, sight words, vocabulary, fluency, and reading comprehension. The reading progress of each student is assessed throughout the school year using a combination of formative SIPPS Mastery Tests administered throughout the year and summative iReady Diagnostic Assessments, which are conducted at the beginning, middle, and end of the year.. Family Engagement nights are coordinated between the Program Coordinator and families to ensure events are strategic and offer the parent or guardian the opportunity to be involved in their child's academic progression throughout the program.

STRATEGIC FOCUS AREA: School Success

FISCAL SNAPSHOT:

	FY 15	FY 16	FY17	Comments
Total Program Budget	N/A	\$48,027	\$292,997	
JWB Allocation	N/A	\$45,585	\$170, 245	In addition, the agency received a capital award of \$21,905 in FY17
Percent of Total Program Budget represented by JWB Allocation	N/A	95%	54%	
Lapse	N/A	\$25,357.20	\$23,757	
Cost per Participant*	N/A	N/A	\$2,442	

**Cost per participant information is calculated as follows: Total program budget/Total actual participants.*

TARGETED SERVICE LEVELS:

Targeted Service Level Type	FY 15			FY 16			FY17		
	Target	Actual	Percent	Target	Actual	Percent	Target	Actual	Percent
Youth	NA	NA	NA	NA	NA	NA	55	120	218%

PARTICIPANT DEMOGRAPHICS:

A target service level of 55 was proposed and approved on 10/15/2016 for one program site - Jamerson Elementary School. On 2/21/2017, YReads! was approved to provide tutoring service at two additional sites - Harbordale and Child’s Park. The three program sites served an actual total number of 120 children in FY17.

Program participants resided in JWB targeted service area zone 5 in South St Petersburg (65%) and zone 4 in Lealman area (12%). Of the 120 children, 42% were female and 58% male. The majority of the children served were African American (76%) and white (13%). Only a small portion of the students were Hispanic (3%).

Over half of the families refused to provide their household income information. Of the families who provided household income information, 79% of families had an income below \$29,999 and 44% reported zero income.

PROGRAM OUTCOMES:

Performance Measure Description*	FY15		FY16		FY17	
	Target	Actual	Target	Actual	Target	Actual
Percent of students will show progress on SIPPS mastery tests	NA	NA	NA	NA	80%	95%
Percent of students will show improvement in at least one measure of the i-Ready assessment	NA	NA	NA	NA	80%	97%
Percent of students will be promoted to the next grade level as indicated on year-end report cards	NA	NA	NA	NA	80%	97%

**Performance is typically measured on full fiscal years and on the total population served.*

PROGRAM MONITORING ACTIVITIES

Program Observation Dates: 1/23/16, 5/17/17

Interview Date(s): N/A

Collaborative Meeting/Consultation Date(s): 12/2/16, 5/25/17, 7/25/17, 8/2/17, 8/8/17

File Review Date(s): N/A

For FY17 the YReads! program received ongoing technical assistance throughout the fiscal year in response to challenges related to staffing, data input, budget requests, and program expansion. For FY17 the YReads! program was initially intended to be implemented at Bay Point Elementary and Windsor Preparatory School both located in JWB high risk zones. After the sudden closure of Windsor Preparatory and potential program overlap at Bay Point Elementary the YMCA of Greater St. Petersburg requested to amend the YReads! contract and geographical service areas and implement the programs at Douglas L. Jamerson, Jr. Elementary and community-based locations within JWB identified high risk zones. The selected community centers were the YMCA of Harbordale and the YMCA of Childs Park. On November 14, 2016 the YMCA of Greater St. Petersburg implemented the YReads! program at Douglas L. Jamerson Jr. Elementary with success. After hiring an additional Program Coordinator the organization was able to begin program implementation at the community-based sites on February 21, 2017.

For FY17 JWB staff observed the YReads! afterschool program at Jamerson Elementary. Program Coordinator and Program Evaluator attended the observation and received a tour of the library where the program is implemented. The YReads! staff explained the “lesson of the day” to program participants and reviewed program rules regarding safety and being respectful to others. The YReads! program starts at 2:35 p.m. and ends at 5:00 p.m. Monday through Thursday. YReads! staff reports second and third graders attend the program on Mondays and Wednesdays while Kindergarten and first graders attend the program on Tuesday and Thursdays. Students were observed working with YReads! staff and

volunteers in small groups (1:3) using dry erase boards practicing recognition of sight words. YReads! staff reports there are currently seven volunteers working at this particular site. Other activities observed were students interacting with YReads! staff using KidzLit curriculum. Students participated in group reading activities and appeared very engaged. According to research from the “*Early Warning! Why Reading by the End of Third Grade Matters*” conducted by the Annie E. Casey Foundation, 75% of students who struggle with reading in the third grade have a difficult time catching up and are prone not to graduate in their later years.

For FY17 the YReads! staff organized four family engagement events. Parents are required to attend at least one event throughout the year. Family engagement events are held at night to accommodate parents with unconventional work schedules. On May 17, 2017 the Program Consultant and Program Evaluator attended an YReads! family engagement night. The family engagement night was held at the Tyrone Barnes and Nobles bookstore in St. Petersburg. Program participants and parents participated in creating book markers and at the end of the activity students were able to select a book of choice from the library. Refreshments were provided to the students and parents and participants seemed to be excited about the experience. For many students in attendance this was the first time they had visited a bookstore. The event was attended by 23 parents and they reported their children were observed reading their book of choice throughout the night at home.

ANALYSIS OF PERFORMANCE:


Three performance measures were developed to monitor program participants’ academic performance—reading skills progress and grade promotion by the end of the school year.

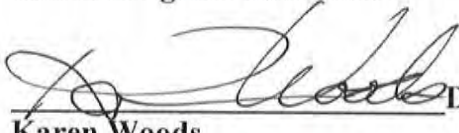
The program uses SIPPS, a highly structured curriculum, to teach children phonics and decoding skills. These skills provide the foundation for reading comprehension. The mastery tests incorporated in the SIPPS curriculum serves as the formative assessments to place students with lessons to start with and guide instruction. The mastery tests are administered throughout the year, as students move to each successive level of the curriculum.. After about six to seven months’ tutoring, a large majority of students (95%) passed at least one SIPPS mastery test and showed significant improvement in foundational skills necessary for reading comprehension and oral reading fluency.

i-Ready, on the other hand, is a summative assessment administered to assess students’ readings skills at the beginning, mid-point, and end of the program. The i-Ready test provides an overall score as well as subset scores in the areas of phonological awareness, phonics, vocabulary, high frequency words, literature comprehension and informational text comprehensions. The end-of-the-program results indicated that 97% of students showed improvement in at least one measure of the i-Ready assessment.

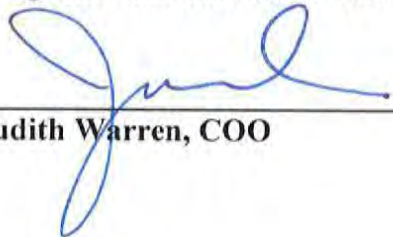
The primary focus of this early intervention program is to help students build foundational skills for reading through mentoring and the use of research-based, data-driven curriculum. It also aims to help students achieve or maintain satisfactory school attendance and behavior so they can be successful at school. The students’ year-end school report cards indicated that 97% of the YReads! students were successfully promoted to the next grade level.

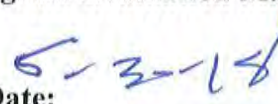

Date: 5/24/18
Desmon Newton
Senior Program Consultant


Date: 5/24/18
Qian Fan
Senior Program Evaluator


Date: 5/24/18
Karen Woods
Program Administration Manager


Date: 5/24/18
Karen Boggess
Program Evaluation Manager


Judith Warren, COO


Date: _____

Board of Directors Meeting

June 14, 2018

Non-Competitive Procurement

Item VII.E.

Recommended Action: Information Only

Strategic Plan Alignment: Administration

SOLE SOURCE

POLITICO PRO contract amount \$20,517

A sole source was approved for the purchase of a federal public policy web-based subscription service for up to five users from POLITICO Pro at a preferred rate of \$8,800 annually for a total cost of \$20,517 from June 1, 2018 through September 30, 2020.

This federal public policy intelligence gathering subscription is necessary due to the significant impact of proposed budget cuts and pending reauthorizations of numerous federal programs affecting at-risk Pinellas children and families.

Below is a comprehensive list of the proprietary aspects of the POLITICO Pro platform and the unique functionalities to POLITICO Pro that pertain to offerings and capability exclusively from POLITICO.

1. Policy Intelligence

- a. POLITICO Pro uses a proprietary customized settings model that enables users to have selected branded POLITICO Pro content delivered directly to a user's email inbox across 140 subtopics unique only to POLITICO Pro's policy coverage. The email alerts provide up-to-the-minute status on appropriations, budget cuts, legislation, amendments, and delays. POLITICO Pro also notifies on staffing changes, new appointments, or resignations that are key to policy changes.
- b. POLITICO Pro employs over 100 policy journalists who are separate reporters from general POLITICO reporters. This collective strength across 15 policy areas informs their reporting. Each team has between five and ten journalists who have backgrounds working for policy-specific publications or in their distinct issue areas of focus.

2. Legislative Tracking

- a. POLITICO Pro lets users search for legislation across both federal and state legislatures dating back ten years through a proprietary database that combines both state and federal legislation; no other legislative tracking software offers this functionality.
- b. POLITICO Pro leverages a technology called natural language processing which uses an algorithm to find similar bill text across different legislative sessions; no other legislative tracking software offers this functionality.

- c. POLITICO Pro uses a proprietary algorithm built by the POLITICO technology team, that allows users to track changes across different bill versions giving users the ability to see exact changes between bill versions in a format that is completely unique to the POLITICO Pro platform.
- d. Through proprietary Legislative Outcomes functionality that was built in-house, subscribers can see the effects that proposed federal legislation, as well as existing federal laws, have, had, or will have on other existing federal legislation or federal laws.

3. DataPoint

- a. POLITICO Pro creates a proprietary, downloadable library of slides that distills complex policy issues and data into concise text and infographics.
- b. It was developed based on input from public policy content experts in the field that required a resource to help them translate regulatory and legislative activities into actionable insights. DataPoint allows for a visual of key happenings that succinctly explain the government processes and make a case that is supported by longitudinal and correlated data.

The combination of the above in one subscription, in particular the proprietary DataPoint data analytics, will save time and provide the JWB Board and staff with complete information on a variety of public policy areas that are under a reform or reauthorization process. The ability to import the DataPoint infographics into Board memos and PowerPoint presentations is only available through POLITICO.

PURCHASING WAIVER

None

Staff Resource: Brian Jaruszewski
 Diana Carro
 Lorrayne Hayes



Board of Directors Meeting

June 14, 2018

Open and Pending Solicitations

Item VII.F.

Recommended Action: Information Only

Strategic Plan Alignment: Administration

OPEN SOLICITATIONS

None at this time.

PENDING SOLICITATIONS

Administrative Services Organizations Request for Proposals

The purpose of this solicitation is to select the most qualified accounting and bookkeeping firm to provide full service accounting, bookkeeping, and limited benefit administration for the 11 Neighborhood Family Centers (NFC). Currently, these services are provided by JWB’s Administrative Services Organization unit.

It is anticipated that the agreement will remain valid for a period of two years with an option of three annual renewals.

The RFP will be evaluated and scored by a team consisting of JWB and NFC staff, and Board member Mr. Rick Butler, using the following criteria and points:

<u>Evaluation Criteria</u>	<u>Points</u>
Firm Qualifications	35%
Approach to Complete the Scope of Work	30%
Price	20%
<u>Qualifications and Experience with Staff to be Assigned</u>	<u>15%</u>
Total Potential Points	100%

The timeline for the RFP is as follows:

Date	Activity
06/18/2018	RFP Released
07/02/2018	Optional Pre-Proposal Conference at 2:00 PM Juvenile Welfare Board, Room 191
07/03/2018	Deadline for Receipt of Questions by 12:00 PM

07/06/2018	Written Responses to Questions Released
07/13/2018	Proposals Due Date by 12:00 PM EST
08/07/2018	Evaluation Committee Meeting at 8:30 AM Juvenile Welfare Board, Room 191
08/13/2018	Interview Top Proposers at 9:00 AM, Juvenile Welfare Board, Room 191
08/14/2018	Evaluation Committee Meeting at 1:00 PM Juvenile Welfare Board, Room 191
08/17/2018	Present Recommendations to the JWB Executive Team at 2:00 PM, Juvenile Welfare Board, Room 191
08/22/2018	Present Recommendations to the JWB Finance Committee at 1:30 PM, Juvenile Welfare Board, Room 191
09/05/2018	Board Action to Award at 9:00 AM, Juvenile Welfare Board, Room 191
09/07/2008	Announce Intent to Award
10/01/2018	Execute Agreement

Quality Early Learning Initiative Expansion Request for Qualifications

The purpose of the solicitation is to select the most qualified organization willing to develop and administer a high quality early learning center based on the Eight Components of High Quality Early Learning, and modeled after the existing Quality Early Learning Initiative (QELI) sites administered by UMCM Suncoast and Lew Williams (R'Club) in alignment with JWB's Strategic Plan.

Interested organizations may submit a statement of qualifications. The result of this RFQ will not automatically result in a contractual agreement. This RFQ will qualify respondent(s) who have the capability to provide the required services. Respondent(s) determined to be qualified may then be invited to negotiate an agreement for quality early learning services.

The RFQ will be evaluated and scored by a team of JWB staff using the following criteria and points:

<u>Evaluation Criteria</u>	<u>Points</u>
Organizational Capacity	20%
Programmatic Capacity	40%
Site Capacity	40%
<u>Funding Capacity</u>	<u>20%</u>
Total Potential Points	100%

The timeline for the RFQ is as follows:

Date	Activity
07/16/2018	RFQ Released
08/06/2018	Optional Pre-Submittal Conference at 2:00 PM, Juvenile Welfare Board, Room 191
08/08/2018	Deadline for Receipt of Questions by 12:00 PM
08/10/2018	Written Responses to Questions Released
08/15/2018	Technical Assistance Review by Appointment
08/20/2018	Qualifications Due Date by 12:00 PM

09/11/2018	Evaluation Committee Meeting at 8:30 AM, Juvenile Welfare Board, Room 191
09/18/2018	Interview Top Respondents at 9:00 AM, Juvenile Welfare Board, Room 191
09/20/2018	Evaluation Committee Meeting at 9:00 AM, Juvenile Welfare Board, Room 191
09/24/2018	Present Recommendations to the JWB Executive Team at 2:00 PM, Juvenile Welfare Board, Room 191
Oct. 2018	Contract Negotiations with Top Qualified Respondent(s)
TBD	Present Recommendations to the JWB Finance Committee
TBD	Board Action to Award at 9:00 AM, Juvenile Welfare Board, Room 191
Within 3 days of the Board Approval Date	Announce Intent to Award
TBD	Execute Agreement

Staff Resource: Brian Jaruszewski
 Diana Carro
 Lorrayne Hayes

Board of Directors Meeting

June 14, 2018

Personnel Report

Item VII.G.

Recommended Action: Information Only

May

New Hires: None

Retirement: None

Separations: None

Promotions: None

Anniversaries:

Laura Peele	Twenty-five Years
Richard Godfrey	Five Years
Rebecca Porzig	One Year

Staff Resource: Nicholas Benedetto

Board of Directors Meeting

June 14, 2018

Calendar of Events

Item **VII.H.**

Recommended Action: Information Only

Strategic Plan Alignment: Administration

June 9, 2018	7:30 PM	JWB Night-at-the-Rowdies <i>Honoring Cooperman-Bogue KidsFirst & H. Browning Spence Education Award Winners on-field at halftime</i> Tampa Bay Rowdies vs. Nashville Soccer Club Al Lang Stadium 230 1 st Street Southeast St. Petersburg, FL
August 2, 2018	3:30 PM to 5:00 PM	JWB South County Community Council Meeting Gulfport Neighborhood Center 1617 49 th Street South Gulfport, FL
August 2, 2018	6:00 PM to 7:30 PM	JWB Mid-County Community Council Meeting SPC Caruth Health Center/Provost's Conference Room 7200 66 th Street North Pinellas Park, FL
August 2, 2018	5:30 PM to 7:00 PM	JWB North County Community Council Meeting Mease Dunedin Hospital 601 Main Street Dunedin, FL

Staff Resource: April Putzulu

Recommended Action: Information Only

Strategic Plan Alignment: Administration

2018 Report: April 16 – May 15, 2018

- News story on 4/25/18 by WFLA-TV News Channel 8 on free Sexually Transmitted Disease (STD) education and testing by the Florida Department of Health in Pinellas County. Testing is provided at all five health clinic sites, along with five area high schools; JWB was mentioned as a funder of the school-based health clinics.
- Article on 4/25/18 by Tampa Bay Newspapers, a subsidiary of the *Tampa Bay Times*, on a convening of community leaders and public health officials in the fight against opioid abuse; JWB is mentioned as one of the partners at the table of this united front.

JWB Facebook

- Total Page Fans: 1,532
- Total Impressions: 22,025
- Total Number of Reactions/Comments/Shares: 835
- Top Performing Facebook Post:

Post	Reactions	Comments	Engagement	Reach
<p>Juvenile Welfare Board of Pinellas County</p> <p>Highlights from this year's Annual Child Abuse Prevention Conference: Taking the Blinders Off, which was all about becoming more aware and coming together as a community to help prevent child abuse and neglect.</p>  <p>(Post) April 19, 2018 12:00 pm</p>	71	4	24.7%	457


JWB Twitter

- Total Followers: 1,758
- Total Impressions: 14,130
- Total Retweets/Replies/Likes: 117
- Top Performing Tweet:

Tweet	Potential Reach	Responses	Clicks	Retweets
 <p>JWBPinellas Join us for a beautiful photovoice exhibit showcasing photos of food insecurity in #PinellasCounty through the eyes of local teens, and highlighting the factors that keep teens from being food secure. While at the... https://t.co/HJ37CZo233 (Tweet) May 14, 2018 5:01 pm</p>	1,938	2	0	2

JWB Video

- Total YouTube Subscribers: 158
- Total Videos Posted: 8
- Average View Duration [in minutes]: 2:25
- Total Video Views: 2,520
- Top Performing Video:



JWB Juvenile Welfare Board of Pinellas County
Published by Amanda Oneal · May 8 at 3:36pm · US

Have you heard which exceptional social services professional received the annual Cooperman-Bogue KidsFirst Award? Find out when you watch this video of the 24th Annual Cooperman-Bogue KidsFirst Awards Luncheon, where over 500 attendees joined us in celebration of the Cooperman-Bogue KidsFirst Award winners and H. Browning Spence Education Award recipients.

Every year, JWB and our partners bestow four outstanding social service professionals with the Cooperman-Bogue KidsFirs... [See More](#)

COOPERMAN-BOGUE KIDSFIRST AWARDS

870 people reached [Boost Post](#)

JWB Website:

- Total number of page views: 4,362
- Total number of visits: 1,661
- Total number of unique visitors: 1,246
- Average pages viewed during a visit: 2.63
- Average time spent on the site per visit [in minutes]: 02:24

JWB-TV:

May/June 2018 Show Line-up

- [Show introduction](#) spotlights JWB's annual signature event.
- [JWB's 24th Annual Cooperman-Bogue KidsFirst Awards Luncheon](#) celebrates Pinellas social workers who consistently put children first, plus promising youth recipients of the H. Browning Spence Education Awards.
- Feature video of [Nekeemah Woodard](#), Cooperman-Bogue KidsFirst first quarter winner.
- Feature video of [Ron Bell](#), Cooperman-Bogue KidsFirst second quarter winner.
- Feature video of [Jessie Rivera](#), Cooperman-Bogue KidsFirst third quarter winner.
- Feature video of [Brandice Almeida](#), Cooperman-Bogue KidsFirst fourth quarter and annual award winner.

These segments are available on the [JWB-TV YouTube channel](#) or on one of the following local television channels: **PCC-TV** (Spectrum Channel 637; Frontier Channel 44; WOW Channel 18) - Daily at 6:30 AM and 5:30 PM; **City of Pinellas Park / Park-TV** (Spectrum Channel 641; Frontier Channel 21) – Mondays at 11:00 AM, Tuesdays and Wednesdays at 5:00 PM, Thursdays and Saturdays at noon, Fridays at 4:00 PM, and Sundays at 8:00 AM; and **Pinellas County Schools / WPDS-TV14** (Spectrum Channel 635; Frontier Channel 46; WOW Channel 2) –Tuesdays and Thursdays at 12:30 PM, and Saturdays and Sundays at 9:30 PM.

JWB Speaking Engagements, Presentations, and Events:

4/16/18: Youth Mental Health First Aid Training

JWB, in partnership with Pinellas County Schools, sponsored a series of Youth Mental Health First Aid Trainings designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, and health and human service workers how to help an adolescent who is experiencing a mental health or addictions challenge or is in crisis. This training session was held at JWB and 30 professionals and community members attended.

4/18/18: True Colors Workshop

Community Facilitator Paige Tucker facilitated a True Colors Assessment Workshop that is designed to enhance communication skills and provide insight into personality of self and others. Six Suncoast Center staff attended the training.

4/19/18: Annual Child Abuse Prevention Conference

Over 400 service providers, faith-based leaders, community members, and parents attended this daylong conference sponsored by the Abuse, Neglect, and Dependency (AND) Committee. This year's conference was titled *Taking the Blinders Off* and provided participants with resources and tools to make enlightened decisions.

4/25/18: True Colors Workshop

Community Facilitator Paige Tucker offers a True Colors Assessment Workshop that is designed to enhance communication skills and provide insight into personality of self and others. Fifteen Grace House residents attended.

5/2-3/18: Youth Mental Health First Aid Training

JWB, in partnership with Pinellas County Schools, sponsored a series of Youth Mental Health First Aid Trainings designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, and health and human service workers how to help an adolescent who is experiencing a mental health or addictions challenge or is in crisis. This training session was held at JWB, and 30 professionals and community members attended.

5/4/18: Child Safety Training Academy

More than 45 participants attended a three-hour child safety training on the Prevent Needless Deaths Campaign and received tool kits with information to share with families on the three leading causes of preventable death for children under six. The training also featured child abuse signs and symptoms, and mandatory child abuse reporting.

5/7/18: WEDU Workshop: Tools and Inspiration for Creative Learning

JWB collaborated with WEDU to host a series of free workshops for funded agency staff to learn about the latest high quality, PreK-12 digital tools from PBS. These resources on literacy, STEM instruction, and social-emotional development are available free of charge to support early learning, out-of-school time, and summer programming. There were two session: morning session K-8 and afternoon session Pre-K, with 60 participants per session.

5/14/18 – 5/15/18: Youth Mental Health First Aid Training

JWB, in partnership with Pinellas County Schools, sponsored a series of Youth Mental Health First Aid Trainings designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, and health and human service workers how to help an adolescent who is experiencing a mental health or addictions challenge or is in crisis. This training session was held at JWB, and 30 professionals and community members attended.

Staff Resource: April Putzulu
Gayle Christensen
Amanda Oneal