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Chief Executive Officer

**Juvenile Welfare Board  
of Pinellas County**

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**DATE:** 7/25/2022

**TO:** JWB Funded Providers

**FROM:** Karen Boggess, Chief Program Officer

**RE:** FY23 Provider Contract Changes – Questions and Responses

**1. Question:** Will there be a schedule of Wednesday and payment due dates? Does it start for next year right? Rest of this year the same.

**Response:** The schedule is Attachment 3 of the contract template. It starts FY23. The remainder of FY22 is the same.

**2. Question:** Section 18 Provider Staff Background Checks - Again, does this only apply to employees under the JWB funded program or every employee in the organization?

**Response:** The general condition reads, “All program staff and Provider staff (including employees, independent contractors, and staff of subcontractors), volunteers and those who may have access to youth participants are required to undergo and pass a national Level 2 background check that complies with the standards set forth in F.S. 435. Those individuals must provide written consent to the Provider to have documentation released to JWB which confirms no disqualifying offenses listed in F.S. 435.04. for which they have not received an exemption in accordance with Florida law.” The new requirement for written consent applies to any individual who meets background screening requirements as part of a JWB funded program.

**3. Question:** Please provide more clarification on the requirement for Conflict of Interest annual disclosures for "employees"--are you requiring ALL agency employees or just ones under JWB contracted programs?

**Response:** The general condition reads: Provider agrees to have a written conflict of interest policy and to obtain appropriate signed statements from its governing board members, officers, and employees on an annual basis. Best practice is for all employees to sign a Conflict of Interest disclosure on an annual basis. JWB would review personnel files for any staff within a JWB funded program as well as leadership and board members when appropriate.

4. **Question:** Can you share how you will be using board member information?

**Response:** The board member information is kept on file and used if JWB needs to contact another board member if the Board Chair is not available.

5. **Question:** Will the multiyear amendments be coming out soon?

**Response:** Yes, JWB will be sending out multiyear agreement an amendment templates when available.