



AGENDA

Meeting #7

Thursday, Sept. 17, 2020

Join Zoom Meeting

<https://zoom.us/j/92181462794?pwd=bmViWURrN0lzUXMyaXdxZnZmWGgyUT09>

Meeting ID: 921 8146 2794

Password: 786584

Thursday, Sept. 17, 2020 -- 4:00 p.m.

Mission

Empowering immigrants and others to become self-sufficient, productive and civically engaged.

Hispanic Unity of Florida
Board of Directors Meeting
AGENDA
Thursday, September 17, 2020

Join Zoom Meeting

<https://zoom.us/j/92181462794?pwd=bnViWURrN0lzUXMyaXdxZnZmWGgyUT09>

Meeting ID: 921 8146 2794

Password: 786584

We will start the meeting promptly at 4pm

1. 4:00pm **Call to Order/ Roll Call** **Lucia Rodriguez & Felina Furer**
2. 4:05 **Presentations** **Lucia Rodriguez** **Information**
 - Chair Welcome
 - Welcome to New Board Member Induction, Jorge DeApodaca pg. 1-4
3. 4:10 **2020 Virtual E-Summit Update – Josie Bacallao on behalf of Shani Wilson** **Information**
Presentation
4. 4:20 **Governance Committee** **Steve Sampier, Lucia Rodriguez & Angie Stone**
 - New Committee Chairs **Lucia Rodriguez** **Information**
 - Prospective Board Member, Francisco Rivera **Action pg. 5-10**
 - Board Engagement/Commitments **Steve Sampier** **Action pg. 11-12**
 - New Board Engagement SAMPLE Form **Angie Stone (Demo)** **Sent Separately**
5. 4:35 **HUF Updates** **Josie Bacallao, Felipe Pinzon, Virginia Cielo & Steve Sampier**
 - HUF Reopening & Employee Survey (5 min) **Josie Bacallao** **Attached Separately**
 - HUF 2.0 Plans & Scenario Plans for Unity 4Kids & VITA (15 min) **Felipe Pinzon** **Presentation**
 - Financial Outlook & PPP (10 min) **Virginia Cielo**
 - Board Q&A – Led by **Steve Sampier** (30 min)
6. 5:35 **Consent Agenda** **Action** **Lucia Rodriguez**

Consent agenda items are items that may not need individual discussion and may be voted as one item. Any Board member wishing to discuss an item may move to have it considered individually.

 - i. Board Minutes June 2020 pg. 13-14
 - ii. Finance Committee Minutes July & August 2020 pg. 15-19
 - iii. May/June 2020 Financials & TJMF Monthly Report pg. 20-28
 - iv. Approval of Policy P509 pg. 29-30
 - v. Approval of Covid-19 Policies: CV201, CV202, CV203, CV204, CV205 pg. 31-58
 - vi. Program Task Force, August 2020 Minutes pg. 59-61
 - vii. Governance Committee, September 2020 Minutes pg. 62-63
 - viii. Public Policy & Advocacy August 2020 UPDATE pg. 64-66
7. 5:45 pm **Executive Session**
8. 6:00pm **Adjourn**

19 Active Board members / 11 required for quorum and vote

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

BOARD MEMBER	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	August 2020
ABBATE, Anthony (Tony)	E	P	P	P	P	P	P	P	E	E	No Meeting / Summer Break	No Meeting / Summer Break
ALVAREZ, Maritza									P	P		
BELLO, Eduardo	P	P	P	P	P	P	P	P	P	P		
CARDOZO, Carolina	P	P	P(T)	P	P	P	P	P	P	P		
CUSHING, Giselle	P	P	E	P	P	E	P	P	P	A		
FRANCO, Lesli	P	P	P	P	E	P	P	E	P	P		
GOMEZ, Willy	P	P	P	P	P	P	E	P	P	E		
GUERRERO, John	P	P	P	P	P	P	P	P	P	P		
HERZ, Dan	P	P	P	P	P	P	P	P	P	P		
KARLEN, Scott	P	E	P	P	E	P	P	P	P	P		
PARADOWSKI, Christina	P	P	P	P	P	P	P	P	P	P		
PENA, Deborah	P	P	P	P	E	A	P	P	P	P		
PFISTER, Emma	P	P	P	P	P	P	P	P	P	P		
RODRIGUEZ, Lucia	P	P	E	P	P	P	P	P	P	P		
SAMPIER, Steve	P	P	P	P	P	P	P	P	P	P		
SCHEVIS, Daniel	P	P	P	E	P	P	P	P	P	E		
STONE, Angie	P	P	E	E	P	P	P	P	P	P		
TATELBAUM, Chuck	P	P	P	P	P	E	P	P	P	E		
Total Board Members	20	19	19	19	18	18	18	18	18	18		
Present: P / T= Telephone	19	17	16	17	14	14	16	17	18	13		
Excused: E	1	2	3	2	4	3	2	1	1	4		
Absent: A	0	0	0	0	0	1	0	0	0	1		
Board Members Participating	95%	90%	84%	90%	78%	78%	89%	89%	88%	72%		
Board Members Present at the Meeting	90%	90%	79%	90%	78%	78%	89% Phone	94% Zoom	88% Zoom	72% Zoom		

Hispanic Unity of Florida: Board of Directors Contact Introduction

Please complete the following requests for information per the potential Board of Director candidate.

First Name

Jorge F.

Last Name

De Apoda

Primary Affiliation/Organization

.AT&T

Additional Affiliation(s)/Organization(s)

UWBC, Emeritus

Mailing Address

9036 NW

City, State and Zip Code

MIAMI LAk

Email Address

nes@att.net

Phone Number

786-631-0

Professional Background

- For-profit Organization
- Non-profit Organization
- Government (Local, State)
- Government (Federal, Foreign)

- Other:

Age

Gender

Previous HUF Relationship

- Current or Previous Volunteer
- Current or Previous Donor
- Current or Previous Committee Member
- HUF Event Attendee
- HUF Program Client
- Other:

Expertise/Special Skills

- Accounting/financial
- Business/governance
- Strategic planning
- Prior audit experience
- Prior executive committee experience
- Prior governance/nominating experience
- Non-profit organizations
- Banking/Financial Services
- Information Technology
- Legal/compliance
- Risk management
- Human Resources

Other:

Other board service/board training

UWBC, former Board member
JA of Miami, former Board member
Senior Volunteers, former Board member

Assessment of level of interest in serving

1 2 3 4 5

Very Interested Not Interested at All

Available Time and Commitment to serve

How much time/commitment are you able to share with HUF? Please consider travel & current commitments.

1 2 3 4 5

High Level of Time/Commitment Low Level of Time/Commitment

Assessment Fundraising Potential

Assessment of giving/getting potential

1 2 3 4 5

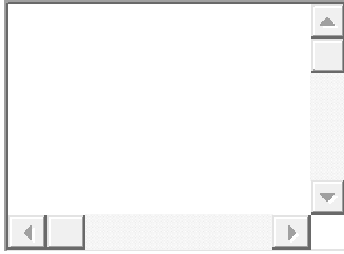
High Level of Fundraising Low Level of Fundraising

Referral Source

First and Last Name of Person referring potential candidate

Steve San

Additional Information



Submit

Never submit passwords through Google Forms.

Powered by

[Google Forms](#)

This content is neither created nor endorsed by Google.

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Screen reader support enabled.

Francisco Rivera

Submitted: May 21, 2020

franriv6@gmail.com

I am interested in serving as a volunteer leader with HUF (either on its Board of Directors or on one of its committees) because: *

When I learned about HUF, I was very impressed with the positive impact that is providing to our community. Its Mission of "empowering immigrants and others to become self-sufficient, productive and civically engaged", represents what our community requires to continue to thrive and influence this country with its diverse array of cultures, values, ideas and dreams.

As an immigrant I strongly believe in giving back to the community, as a result I have been active with different organizations helping students apply for college, mentoring in various subjects, and supporting teachers in schools in need. With my 20 years of experience working in innovation, entrepreneurship and business development I'm sure that I can add value to HUF and its beneficiaries.

My hope is for the Board and Leadership of HUF to consider my application, I would be honored to join this exceptional team and contribute to its efforts.

First Name *

Francisco

Last Name *

Rivera

Primary Affiliation/Organization *

Employee of NBC Universal

Additional Affiliation(s)/Organization(s)

Mailing Address *

5152 NW 112th PL

City, State and Zip Code *

Doral, FL 33178

Phone Number *

3055285590

36 to 45

Gender *

Male

Professional Background *

- For-profit Organization
- Non-profit Organizaztion
- Government (Local, State)
- Government (Federal, Foreign)
- Other:

Expertise/Special Skills (Check all that apply) *

- Accounting /CPA
- Business
- Strategic planning
- Management
- Marketing/Public Relations/Media expertise
- Nonprofit Board governance experience
- Non-profit management experience
- Banking/Financial Services
- Information Technology
- Legal/Compliance
- Risk Management
- Human Resources
- Public Policy/Advocacy/Government Relations experience
- Investment and Asset Management experience
- Other: Leadership, innovation & entrepreneurship

Other board service/board training

.....

Assessment of level of interest in serving *

1 2 3 4 5

Very Interested Not Interested at All

Available Time and Commitment to serve *

How much time/commitment are you able to share with HUF? Please consider travel & current commitments.

1 2 3 4 5

High Level of Time & Commitment Low Level of Time & Commitment

Assessment Fundraising Potential *

Assessment of giving & getting potential

	1	2	3	4	5	
High Level of Fundraising	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Low Level of Fundraising

Referral or Connection Source

First and Last Name of individual you have a connection to at HUF.

Lucia Rodriguez

Additional Information

Thank you again for all the work you do with our community!

Submitted 5/21/20, 6:49 PM

Hispanic Unity of Florida
Prospective Board Member Interview Questions

NAME: Francisco Rivera

DATE: July 31, 2020 via Zoom

Interviewed by: Lucia Rodriguez, Angie Stone, Christina Paradowski

Interviewer Summary

Key Considerations:

To be shared and discussed at Governance Committee

1. What unique or needed skill sets does individual bring to board? (Special skills, fundraising ability, access, funding, etc.)

Francisco works for NBC Universal, has a strong entrepreneurial passion, and an expertise in technology.

2. Does the individual have the passion for our mission?

Yes. Francisco has spent his entire career creating opportunities to elevate the success of others, and focusing on those populations that have had roadblocks in the process. He has a strong commitment to diversity and inclusion of the teams he is leading, and is breaking barriers through building opportunities for others through his own leadership positions.

3. Does the individual have the time and commitment to serve?

Francisco mentioned that due to his demanding schedule, time is an issue. However, because he is passionate about the organization and the work of HUF, as long as he can plan for it, he is committed to make the time.

4. What diversity does this individual bring to board? (Age, background, nationality, perspective, geography?)

Francisco is in Miami, and has a strong networking in Miami. Technology is a needed focus area in which he will bring. Francisco arrived to the US from Mexico in 1996 in the Bay Area of California, and moved to Miami in 1999.

5. Does this individual have the potential to be Chair of HUF in the future? (Consensus builder, previous board OFFICER experience, management experience)

Francisco does not have other board experience. From our conversation today, he is a natural leader, values transparency, and seeks out opportunities to elevate others to provide avenues to be self-sufficient.

6. Does someone on the board know this person? Her/his recommendation?

Lucia Rodriguez

Recommendation: Yes Or No for board membership?

Interviewer recommends Yes.

If yes, what committee will she/he serve on?

Through our conversation, I would see the Programs committee as a great initial fit for Francisco. He has a lot of great ideas that could benefit the organization as programs have to shift due to the environment we find ourselves in today. Francisco's passion is infectious, and I believe he would be a great addition to the HUF Board.

Assigned Mentor: TBD



Board Member Engagement

During Social Distancing

Board & Fund Development Activity	Comments
1. Share and live HUF's Values and Code of Ethics.	
2. Believe in, and support, HUF's Mission. Be a HUF Ambassador.	
3. Actively participate in 10 monthly Board meetings one of which is will be an all-day planning meeting often on a Saturday.	
4. Be an active member in a HUF Committee.	
5. Mission-Immersion: Once per year: <ul style="list-style-type: none"> a. Become familiar with Board Portal & Read b. Conduct an in-depth visit to the HUF website c. Attend a virtual on-stream program ex. citizenship class 	
6. Learn About HUF: View HUF videos and develop your personal "pitches" (Marketing Director available to assist you 1:1)	
7. Make Stewardship phone calls to HUF donors – within 48 hours – of HUF receiving the gift. Communicate back to HUF. Let us know about the call, hand-written note or email you sent.	
8. Connect/Introduce two individuals to HUF annually (minimum) Methods: <ul style="list-style-type: none"> a. Host an on-stream social, (e.g. send empanadas or pastelists delivered to guest's location) with an agenda to highlight HUF b. Share video presentation during the meeting c. Invite to HUF (virtual) Event (Entrepreneur Summit, Panel at which a HUF person will be a speaker, etc.) d. Other: Create your own ideas 	
9. HUF Advocate: Reach out to elected officials on behalf of HUF on Public Policy issues important to the agency's clients.	
10. HUF Ambassador: Attend live-stream events and activities. Commit to attend <i>at minimum</i> two HUF activities annually.	
11. Personal Gift (self) of \$1,000.00 per calendar year	
12. Secure a gift of \$2,500 from annual donation(s) or sponsorship(s). Give or get: Idea: Create a giving campaign on social media (e.g. Facebook for your birthday)all gifts go to HUF.	



Board Member Engagement

During Social Distancing

<p>13. Individual Board Member Goal(s):</p> <p><i>Examples</i></p> <ul style="list-style-type: none">• Sponsor a meeting at a community organization (Rotary, Tower Forum, etc.) and present an introduction/overview of HUF, or invite HUF staff to make a presentation and network with the organization• Participate in an onstream social organized by another board member (8. above)• Join Development Director or CEO on donor/funder call• Host a small friend-raising event at your home or on-line social• Bring in-kind donation (office supplies, marketing services (design, PR, video production), advertising, event tickets for clients/staff, gifts for funders)• Promote agency regularly on social media• Make or secure an In-Kind Donation• Other _____	
---	--

Name: _____ Signature _____ Date _____

Hispanic Unity of Florida
Board of Directors Meeting
Zoom Meeting Minutes
June 25, 2020

Call to Order/ Roll Call

At 4:00pm

Presentations

- Chair Welcome. Lucia Rodriguez shared a beautiful video of the car-graduation for the early learning graduates in HUF's Unity4Kids center. Lucia congratulated Josie Bacallao who is now on the board for UnidosUS. Lucia shared she is moving forward with her dream in obtaining a PhD in Business Administration from FAU.
- Giselle Cushing is now the President of Marketing for Cigna South Florida & the Caribbean.
- Ana Arguello – Newest member of the Marketing Committee just gave birth to her beautiful daughter Penelope.
- HUF Board Emeritus Malena Dorn is now the President of Big Brothers and Sisters. She will take over in January 2021.

2019 Financials Audit – John Guerrero, Andrew Fierman and Joanna Campbell. CPA
Andrew S. Fierman, CPA/Partner Caballero Fierman Llerena + Garcia, LLP

John shared that the Finance Committee and Audit Committee have reviewed the 2019 financials. John indicated that Andrew Fierman had walked the Audit Committee through the audit process. It is thorough. The Audit committee approved the 2019 financials. Andrew shared he is the partner in charge of the audit, Joanna Campbell was also very involved in the audit. Andrew reviewed the audit documents.

John summarized on that HUF's statement of financial position is strong. Josie Bacallao thanked Virginia for her dedication to this process and for ensuring that HUF has "clean" audits every year.

Motion: John Guerrero moved to approve HUF's audited 2019 financials as presented. A second was provided by Scott Karlen. The motion passed.

Finance Committee—Emma Pfister & Virginia Cielo

Emma indicated that HUF must move forward with the sewage installation with the City of Hollywood. Virginia Cielo secured three quotes. One of the three companies is recommended by staff and the finance committee. HUF must pay a portion to the city before HUF can even get the permits and get started. The costs related to the COH are \$10k for the 5840 building and \$5k for the 5811 building. The city gave the option of financing and provided two options. We will finance the \$15k through the city and there are no penalties for early pay off. The finance committee recommend that HUF preserve its cash and recommends that we finance the project over 10 years using Wall Street Journal rate. The total bill for the project (including the contractor) will be \$42k+. The committee also recommends utilize the PPP loan for this project.

Motion: Dan Herz motioned to move forward with the project and finance \$15k through the City of Hollywood and use PPP monies for the remainder of the sewer project. A second was made by Lesli Franco. And the motion passed.

Planned Giving—Presented by Dan Herz & Shani Wilson

Dan Herz has been working with Eduardo Bello, Scott Karlen and Maria Elena Ferrer to create a legacy gift program for HUF. HUF has a 38-year story and has major donors such as the Jim Moran Foundation and Children's Services Council. HUF's proposed tagline is: Ensure your legacy by empowering a New Generation

of Americans. We still want to create awareness and educate the Board on legacy giving, as of right now it is not the right time to roll out the legacy gift program. We will revisit in early 2021 and calendar a launch date.

The committee invited Nydia Menendez to the board meeting to share her expertise on the topic. Shani Wilson provided background on Nydia Menendez as she has an extensive background and a Board Emeritus.

Nydia shared she loves what HUF does and how we do it. She shared her thoughts on planned giving as an estate planning attorney. She indicated that planned giving campaigns are about the long-term vision with desirable gifts for the future. Gifts could include stocks, securities, fluid cash, equity, life insurance beneficiary and personal property. This would enhance HUF's budget and allow us to support the organization's mission. This helps attract large donors and makes fundraising easier. It is an open invitation, i.e., asking people to consider HUF in their estate planning. It is about positioning HUF to accept large gifts. Good candidates are those who are wealthy and generous individuals.

Emma asked would we share with Financial Advisors and Estate Attorneys? Yes, Nydia said and there is a tax impact as well. John Guerrero asked if there is anything that makes estate planning legally binding? Not binding but declares individual's intent in their wills, etc. Planned giving form also a great tool to educate people as you solicit giving.

Motion: Angie Stone motioned to accept the planned giving plan. The second was made by Steve Sampier. The motion passed.

Governance Committee—Presented by Steve Sampier

- Steve discussed extending the Executive Committee emergency authority through September 2020.

Motion: Steve Sampier motioned to extend emergency authority to the executive committee through September 2020. The second was made by John Guerrero. The motion passed.

- Proposal to bring past-chair and board member emeritus, Jorge DeApodaca back to the Board. Steve shared Jorge had been Board Chair of HUF and a very active member. He has been on the Governance Committee since last year. He understands what the commitments are and is very enthusiastic to rejoin.

Motion: Steve Sampier motioned to approve Jorge DeApodaca to the HUF board of directors. S Christina Paradowski provided the second. The motion passed unanimously.

There will no board meeting in July or August as originally programmed. We considered having short meetings since this year we cannot have a strategic retreat but decided against it. The challenge during this pandemic is defining the role of the board as so much action must be taken quickly and be directed by the staff. Steve encouraged Josie to continue to bring up any major issues and share updates. The next meeting will be in September. We may have an additional October meeting for strategic discussions. Steve will share with a board a summary and task list.

Consent Agenda

Motion: Deborah Pena motioned to accept the consent agenda. Steve Sampier provided the second. The motion passed.

Adjourn: 5:56pm

Hispanic Unity of Florida
 Finance Committee Meeting Minutes
 July 16, 2020

Attendance:

7 members present –Mr. Nazur, Ms. Pena, Mr. Karlen, Mr. Tatelbaum, Ms. Pfister, Ms. Lissette Rodriguez, and Mr. Guerrero

1 members excused – Mr. Bacher

9 non-voting members present –Mr. McGuire, Ms. Cielo, Ms. Furer, Mr. Pinzon, Ms. Wilson, Ms. Lucia Rodriguez, Ms. Bacallao, Ms. Derrick, and Ms. Saavedra

0 non-voting members excused –

Ms. Pfister called the meeting to order at 8:32am and introduced Lissette Rodriguez as a new member.

May 2020 Financial Statements

Mr. McGuire begins by presenting the May 31, 2020 statements pointing out that HUF has a favorable budget to actual variance of \$179K due to COVID-related expense reductions in salary and deferred starts in certain grants.

Hispanic Unity of Florida, Inc.

Notes to Financials

May 31, 2020

UNR Net Assets

Reconciliation of UNR Net Assets:

	Gain From Program		
1	Operations	97,097	
2	Loss from Support Services	(61,080)	
	Inc(Dec) in UNR Net	36,017	Operating
	Assets	\$ 36,017	Gain(Loss)

The year to date projected loss was (\$143K). Our year-to-date actual is \$36K which is a favorable variance of \$179K.

1) Development exceeded the net projection by \$171K.

2) Programs exceeded the net projection by \$25K.

3) Admin fell behind yearly projections by (\$17K)

Programs:

Program's total contribution to date toward administrative and shared fixed costs to the agency totals \$399K

Development:

The Development area contributed \$337K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash increased by \$993K as a result of the following activities:

	\$ (312,048)	Inc/(Dec) in Net Assets	
	397,820	Adjustments to reconcile increase (decrease) in net assets	
	85,772	Net cash provided (consumed) by operating activities	
	(11,556)	Investing Activities	
	918,731	Financing Activities	
	\$ 992,947	Inc/(Dec) in Cash	

**Notable Restricted Donations
Through May 2020:**

Delucca	\$100K
Batchelor Fdn	\$25K
Unidos Espera	\$15K
Orange Cnty TK	\$10K
Comerica	\$5K
Accruals	\$6K
Total	\$161K

**Notable Unrestricted Donations
Through May 2020:**

Chan Zuckerberg	\$30K
Colin Brown Fdn	\$10K
Citrix	\$15K
ILRC	\$5K
Unidos Espera	\$10K
Orange Cnty TK	\$5K
Individuals	\$3K
Total	\$78K

Notable past due invoices are \$56K in Florida Blue which they said was their error and will be sending soon and the \$34K for CSC Family Strengthening was received after the reports were done. Mr. Nazur asked that going forward Mr. McGuire separate on the Statement of Cash Flows the PPP Loan from the Line of Credit.

June Cash Rollforward

Mr. McGuire continued with the June 2020 Cash Rollforward. The daily operating cash projection is \$58K ahead of predicted cash flow for the month of June.

MOTION:

Mr. Nazur moved to accept the May 2020 financials. Mr. Karlen provided the second. The motion passed.

Program Update:

Ms. Bacallao explained that HUF has cancelled the decision to re-open the Unity4Kids Program which was slated to open August 19 due to the worsening COVID scenario in Broward County. Unity4Teens will likely be virtual, but HUF's final decision will be made in two weeks.

Prior to the recent Covid-19 surge, HUF had planned to start brief client meetups in the Tax and Citizenship areas, but that has been cancelled until further notice. HUF however, must continue to connect with clients for what is considered as "mandatory signature and exchange" client meet-ups. HUF will meet when absolutely necessary with clients when signatures or other types of exchanges (gift cards for 2Gen youth/families) need to take place. HUF staffers also go to the office when it's necessary on a controlled basis for bill processing, filing, etc. Mr. Pinzon has been in touch with grantors to come up with alternative ways--if possible--to get mandatory signatures.

Funding:

On the funding side HUF has secured 80% of the grants projected and have secured \$660K in un-projected COVID dollars of which \$207K will go directly to aid HUF clients as emergency funds. Ms. Wilson projects development most likely will be up \$131K and the worst-case scenario still has HUF up \$81K from original yearly projections.

COVID Policies:

Ms. Bacallao explained that the four new Covid-19 policies which were sent to the finance committee were run by HUF's labor attorney. The policies were presented to and reviewed by HUF's Management Team. Next steps are communicating the policies first to small groups of staffers and then to meet as a whole agency. The final step will be collecting employee signatures from all active staff on each of these new policies.

Meeting adjourned at 9:30am.

Next meeting August 20, 2020

Hispanic Unity of Florida
 Finance Committee Meeting Minutes
 August 20, 2020

Attendance:

5 members present –Ms. Pena, Mr. Karlen, Mr. Tatelbaum, Ms. Lissette Rodriguez, and Mr. Guerrero
 3 members excused – Mr. Bacher, Ms. Pfister, and Mr. Nazur,
 7 non-voting members present –Mr. McGuire, Ms. Cielo, Ms. Furer, Mr. Pinzon, Ms. Lucia Rodriguez, Ms. Bacallao, and Ms. Derrick
 1 non-voting members excused – Ms. Wilson

Mr. Guerrero called the meeting to order at 8:30am.

June 2020 Financial Statements

Mr. McGuire began by presenting the June 30, 2020 statements pointing out that HUF had a loss of (\$45K) for August vs a budgeted / projected loss of (\$122K) – however, that represents a positive variance of \$77K. The reasons for this positive variance include COVID-related expense reductions in salaries and deferred starts in certain grants.

Cash

Year to date cash increased by \$888K as a result of the following activities:

\$ (315,172)	Incl/(Dec) in Net Assets
309,250	Adjustments to reconcile increase (decrease) in net assets
(5,922)	Net cash provided (consumed) by operating activities
(25,324)	Investing Activities
918,955	Financing Activities
\$ 887,709	Incl/(Dec) in Cash

Hispanic Unity of Florida, Inc.

Notes to Financials

June 30, 2020

UNR Net Assets

Reconciliation of UNR Net Assets:

1	Gain from Program Operations	155,999	
2	Loss from Support Services	<u>(200,569)</u>	
	Inc (Dec) in UNR Net Assets	\$ (44,570)	Operating Gain (Loss)

The year to date projected loss was (\$122K). Our year-to-date actual is (\$45K) which is a favorable variance of \$77K.

- 1) Development exceeded the net projection by \$120K.
- 2) Programs fell behind the net projection by (\$10K).
- 3) Admin fell behind yearly projections by (\$33K)

Programs:

Program's total contribution to date toward administrative and shared fixed costs to the agency totals \$518K

Development:

The Development area contributed \$287K toward administrative and shared fixed costs to the agency.

**Notable Donations
For June 2020:**

American Heart Association (Advocacy)	\$37K
Comcast	\$25K
Unidos Digital	\$40K
Unidos Casa	\$25K
NALCAB	\$30K
Florida Health Justice/PIF (Advocacy)	\$6K
Amerant	\$6K
Citrix	\$6K
Bank United	\$5K
Individual Donors	\$8K
Accruals	\$15K
Total	\$203K

Telephone expense was over budget unfavorably by (\$20K) due to new cell phones and hotspots attributable to COVID remote work setup for employees. HUF is in process of clarifying ongoing billing issues with AT&T. Overall, expenses have a favorable budget variance of \$212K and income has an unfavorable budget of (\$135K) leaving a favorable income variance of \$77K compared to budget.

HUF has a customer past due balance in receivables of \$13K for rent due from The School Board of Broward County. HUF has reached out to the vendor several times. They are having difficulties as the primary approver has had some personal issues and a plan 2 is in process.

Next month the committee will discuss the balance and submission of the forgiveness of the PPP Loan.

June Cash Rollforward

Mr. McGuire continued with the July 2020 Cash Rollforward. The daily operating cash projection is \$56K ahead of predicted cash flow for the month of July.

MOTION:

Mr. Guerrero moved to accept the June 2020 financials. Mr. Karlen provided the second. The motion passed.

Workers Comp Update:

Ms. Derrick stated that a significant increase in the Worker's Comp. premium due to HUF's loss history and a possible misclassification of employee's worker comp codes. Ms. Derrick is reviewing the staff list and working with HUF's broker to reduce this expense. If unaddressed it will mean an increase of \$17K for the remainder of 2020 and an increase of \$34K in 2021.

Policy P509:

Ms. Cielo updated the policy that is specific to HUF employees, an employee family member, and/or an individual residing at an employee's address receiving emergency funds during the COVID-19 crisis where under normal circumstances no monetary assistance of any kind can be offered. This policy provides a very specific procedure for employees receiving aid during the pandemic in which a grantor could specify an allowable reimbursement over-riding this policy.

MOTION:

Mr. Tatelbaum moved to accept the updated policy P509. Mr. Karlen provided the second. The motion passed.

Program Update:

Mr. Pinzon presented two schedules to the Committee – 1) COVID-19 FUNDING SUMMARY and 2) UNRESTRICTED FUNDING. HUF has secured \$960K in COVID-19 funding. Nearly one-third of the funding is simply pass-thru funding going directly to clients or HUF technology expenses. A portion of this funding will be carried forward to 2021.

Mr. Pinzon stated that Unity4Teens - Middle and High Schools - will be up and running virtually in the following week (August) at about 50% capacity. Students have experienced some technology issues. The initial enrollment numbers look promising but have a way to go. To put this in perspective, even the schools on the first day of classes had only 70% attendance virtually. Recruitment for programs continues.

CSC has initiated an overall change to all of HUF's contracts to be invoiced on cost reimbursement basis. At this time, it is anticipated to be favorable to HUF.

Unity4Kids is still not open due to COVID. Next month at this meeting scenarios will be presented to Finance Committee on proposed next steps for the program.

Executive Session

Next Finance Committee Meeting will be September 17, 2020

HISPANIC UNITY OF FLORIDA, INC.

FINANCIAL STATEMENTS

**FOR THE SIX MONTHS ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2019)**

Prepared by: CMcGuire: 8-4-2020

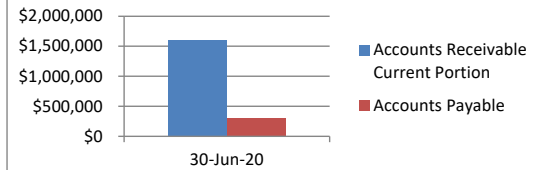
Reviewed by: V Cielo: 8-8-2020

June 30, 2020 Dashboard

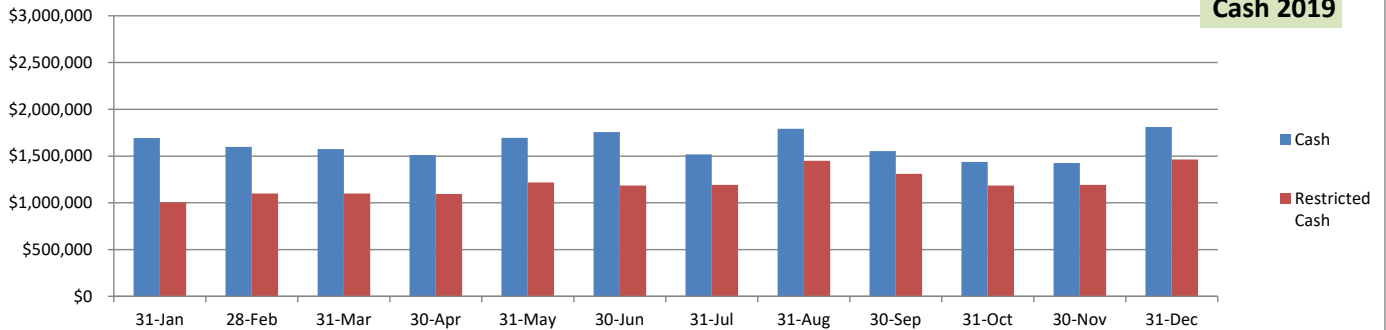
Revenue YTD Compared to Previous YTD

As of JUNE 30, 2020			
	Revenue YTD as of 6/30/2020	Revenue YTD as of 6/30/2019	Year Over Year Chng
Unrestricted Revenue	\$2,736,209	\$3,104,318	(\$368,109)
Restricted Revenue	(\$270,602)	(\$159,016)	(\$111,586)
Total Revenue	\$2,465,607	\$2,945,302	(\$479,695)

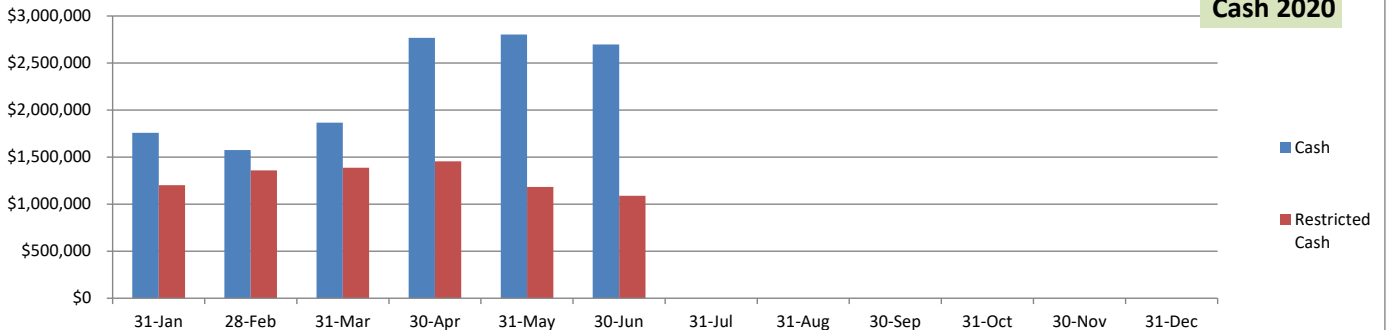
Accounts Receivable Vs Payables June 30, 2020



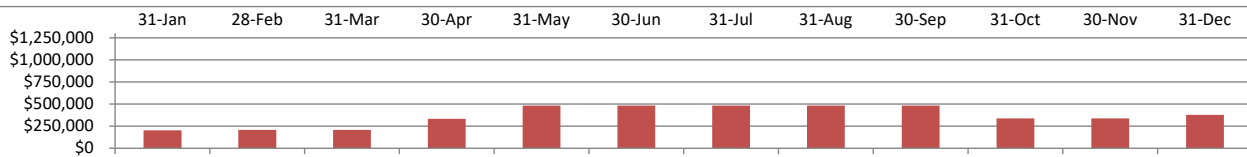
Cash 2019



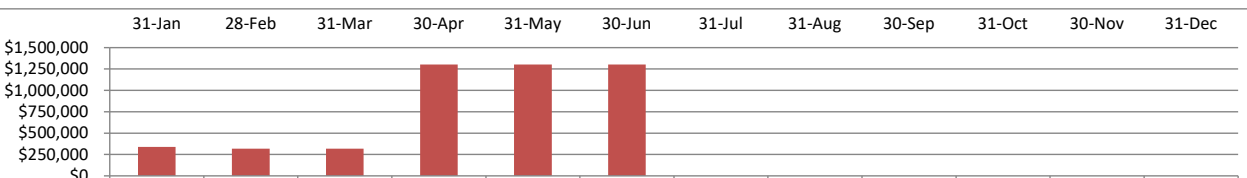
Cash 2020



Line of Credit Usage 2019



PPP Loan and Line of Credit Usage 2020



HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF FINANCIAL POSITION
FOR THE SIX MONTHS ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS AS OF DECEMBER 31, 2019)

	<u>2020</u>	<u>2019</u>	
<u>ASSETS</u>			
Current Assets			
Cash	2,698,816	1,811,107	Cash Detail; CashFlow
Grants receivable	458,712	366,583	Schedule 1
Unconditional promises to give, net	1,144,576	920,638	Schedule 1 & 3
Prepaid expenses	<u>51,900</u>	<u>66,538</u>	
Total Current Assets	<u>4,354,004</u>	<u>3,164,866</u>	
Non-Current Assets			
Long term unconditional promises to give	77,992	605,492	Schedule 3
Property and equipment, net	1,343,917	1,397,604	
Deposits and Other Assets	<u>34,443</u>	<u>34,679</u>	
Total Non-Current Assets	<u>1,456,352</u>	<u>2,037,775</u>	
Total Assets	<u>5,810,356</u>	<u>5,202,641</u>	
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	301,298	297,366	Schedule 2
Mortgages payable, current portion	16,608	16,608	
Lines of credit	470,066	377,720	
PPP Loan	<u>834,800</u>	<u>-</u>	
Total Current Liabilities	<u>1,622,772</u>	<u>691,694</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>785,206</u>	<u>793,397</u>	
Total Non-Current Liabilities	<u>785,206</u>	<u>793,397</u>	
Total Liabilities	<u>2,407,978</u>	<u>1,485,091</u>	
Net Assets			
Without Donor Restrictions	1,325,332	1,369,902	(44,570)
With Donor Restrictions	<u>2,077,046</u>	<u>2,347,648</u>	(270,602)
			(315,172)
Total Net Assets	<u>3,402,378</u>	<u>3,717,550</u>	
Total Liabilities and Net Assets	<u>5,810,356</u>	<u>5,202,641</u>	
Gain from Program Operations	<u>155,999</u>		
Gain from Support Services	<u>(200,569)</u>		
Increase (Decrease)	<u>(44,570)</u>		

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF ACTIVITIES
FOR THE SIX MONTHS ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2019)

	2020			2019
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support:				
Contributions	305,473	607,871	913,344	2,276,708
Special events	44,500	-	44,500	75,800
Grants from governmental agencies	1,205,358	-	1,205,358	2,718,683
Other grants and fees	168,910	-	168,910	385,979
Miscellaneous	-	133,495	133,495	359,637
Donations, in-kind	-	-	-	29,850
Net assets released from restrictions:				
Satisfaction of time restrictions	270,602	(270,602)	-	-
Satisfaction of program and purpose restrictions	741,366	(741,366)	-	-
Total Revenues and Other Support	2,736,209	(270,602)	2,465,607	5,846,657
Expenses (Functional)	Estimated 2019 Functional Exp Alloc			
Program services	2,652,029	-	2,652,029	6,007,466
Management and general	94,546	-	94,546	253,565
Fundraising	34,204	-	34,204	54,573
Total Expenses	2,780,779	-	2,780,779	6,315,604
Change in Net Assets	(44,570)	(270,602)	(315,172)	(468,947)
Net Assets - Beginning of Year	1,369,902	2,347,648	3,717,550	4,186,497
Net Assets - End of Year	1,325,332	2,077,046	3,402,378	3,717,550

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF CASH FLOWS
FOR THE SIX MONTHS ENDED JUNE 30, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2019)

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ (315,172)	\$ (468,946)
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	79,247	157,527
Changes in assets and liabilities		
(Increase) decrease in grants receivable	(92,130)	63,464
(Increase) decrease in unconditional promises to give	303,564	157,080
(Increase) decrease in prepaid expenses	14,637	(11,258)
(Increase) decrease in security deposits and other assets	-	(17,711)
Increase (decrease) in accounts payable and accrued expenses	<u>3,932</u>	<u>(52,945)</u>
Total adjustments	<u>309,250</u>	<u>296,157</u>
Net Cash Provided by Operating Activities	<u>(5,922)</u>	<u>(172,789)</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(25,324)</u>	<u>(56,024)</u>
Net Cash (Used In) Investing Activities	<u>(25,324)</u>	<u>(56,024)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of PPP	834,800	
Net Advance (Repayment) of LOC	92,345	175,170
Borrowing (Repayment) of mortgage	<u>(8,190)</u>	<u>95,396</u>
Net Cash Provided by Financing Activities	<u>918,955</u>	<u>270,566</u>
Increase (decrease) in Cash	887,709	41,753
Cash - Beginning of Year	<u>1,811,107</u>	<u>1,769,353</u>
Cash - End of Year	<u>\$ 2,698,816</u>	<u>\$ 1,811,107</u>

Cash Detail
As of JUNE 30, 2020

Without Donor Restrictions and With Donor Restrictions Cash:

Bank of America	Operating	17,446	
BB&T	Payroll	185,625	
BB&T	Operating	260,758	
Petty Cash	Imprest	800	
Woodforest	PPP	834,800	
Woodforest	Asset Reserve Fund	50,000	
BB&T	Asset Reserve Fund	12,084	
BB&T	Reserve Fund	<u>310,031</u>	1,671,544 Without Donor Restrictions
BB&T - Money Market	Opportunity Fund	510,016	
BB&T - Money Market	Grantor Funding	517,256	1,027,272 With Donor Restrictions
			<hr/>
			<u>\$ 2,698,816</u> TOTAL CASH

Temporarily Restricted Funds Schedule
As of JUNE 30, 2020

Awards Brought Forward to 2019	AREA	CC	December 31, 2019	Increase/ (Decrease)	Additions	Increase/ (Decrease)	June 30, 2019
Annie Casey Children of Immigrants Coalition 1-1-2020 - 5-31-2020	HUF	515	30,000	(30,000)			-
Annie Casey Census 1-1-2020 - 5-31-2020	HUF	174	20,000	(20,000)			-
BBT 1-1-20 - 12-31-20	Dev	010	25,000	(25,000)		-	-
BBT 1-1-21 - 12-31-21	Dev	010	25,000	-		-	25,000
Chan Zuckerberg 1/1/20 - 5/1/21	Dev	010	125,000	(15,149)			109,851
Citi Foundation VITA 1/1/20 to 12/31/20	VITA	316	35,000	(16,068)			18,932
Community Foundation / Tate Family Found 6-30 2016-2021	U4K	173	15,000	(15,000)			-
Development	Dev 2020	010	73,296	(73,296)			-
Florida Blue Foundation 10/2019 - 10/2020	PB	543	85,080	(35,374)			49,706
Florida Blue Foundation 10/2020 - 10/2021	PB	543	100,000	-			100,000
Florida Counts 1/1/2020 to 12/31/2020	Admin	003	24,896	(24,896)			-
Frederick A. Deluca Foundation 01/01/19 - 3/31/20	CWF	513	42,923	(42,923)			0
JM Family 2020	Dev	010	10,000	(10,000)			-
JM Family 2021	Dev	010	35,000	-			35,000
JM Family 2022	Dev	010	35,000	-			35,000
JPMC Foundation 5-1-19 - 4-30-20	Comp	507	53,440	(53,440)			-
Kresge Awarded in Jun 2019 and begins Aug 2020 through Nov 30, 2021	STE	460	250,000	-			250,000
Moran Foundation 01/01/20-12/31/20	CWF	503	350,000	(168,048)			181,952
Moran Foundation 01/01/21-12/31/21	CWF	503	350,000	-			350,000
NALCAB 5-15-19 - 7-15-20	CWF	574	15,067	(15,067)			-
NALEO 7-1-19 - 6-30-20	Edu	606	21,044	(21,044)			-
Orange Cnty/TK Foundation 8/01/19 -7/31/20	U4T	430	57,910	(58,404)			(494)
Salah 1/1/20 to 12/31/20	CWF	516	100,000	(45,548)			54,452
Susie & Alan Levan Family Foundation 5-1-20 - 4-30-21	Dev	010	25,000	(25,000)			-
Susie & Alan Levan Family Foundation 5-1-21 - 4-30-22	Dev	010	25,000	-			25,000
Susie & Alan Levan Family Foundation 5-1-22 - 4-30-23	Dev	010	25,000	-			25,000
TJMF - 9-01-18 - 8-31-21	Admin	000	334,255	(25,991)			308,264
Unidos - RICO 9-1-19 - 8-31-2020	PB	537	59,738	(42,409)			17,329
			2,347,649	(762,658)	-	-	1,584,991

Added in 2020			New 2020 TR Grants				
Amerant	EF	334			6,000	-	6,000
Citi Entrepreneurship 3-1-2020 - 2-28-2021	EE	326			80,000	(17,922)	62,078
Development	Dev	010			134,300	-	134,300
Frederick Delucca May 2020 Until funds are expended	EF	336			100,000	-	100,000
Health Foundation Client assistance 3/2020 to 12-31-2020	EF	335			15,000	-	15,000
Health Foundation Technology 3-2020 to 12-31-2020	EF	335			30,000	(10,043)	19,957
Moran 3-20-2020	EF	330			100,000	(27,220)	72,780
NALCAB 6-22-20 to 4-30-20	CWF	574			30,000	-	30,000
Orange County COVID TK Spirit Client Assist Exp 7-31-20	EF	338			1,000	-	1,000
Orange County COVID TK Spirit Technology Exp 7-31-20	EF	338			5,000	(1,009)	3,991
Unidos 3-31-20 to 8-31-2020	EF	332			8,000	(8,000)	-
Unidos Hope Direct Client Assistance 5-18-20 to 8-15-20	EF	337			10,000	-	10,000
Unidos Hope Technology 5-18-20 to 8-15-20	EF	337			5,000	(4,788)	212
UW Last Resort 3-18-2020 - 6-30-2020	EF	331			30,000	(29,784)	216
Voices for Healthy Children awarded in June Grant Period 7-1 to 12-31-20	AA	012			36,521	-	36,521
					590,821	(98,765)	492,056

TOTAL

\$ 2,347,649 \$ (762,658) \$ 590,821 \$ (98,765) \$ 2,077,046

Satisfaction of Time Restrictions **\$ (270,602)**

HISPANIC UNITY OF FLORIDA, INC.							
STATEMENT OF ACTIVITIES - TOTAL							
FOR THE SIX MONTHS ENDED JUNE 30, 2020							
	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
Revenues							
Donations - UNR	\$ 77,939	\$ 25,142	\$ 52,797	\$ 305,473	\$ 150,854	\$ 154,619	Donations include: Comcast for \$25K, reclassified HG Foundation for \$25K to UR, reclassified Memorial Health for \$20K to UR and the rest were Individual Donors for \$8K,
Donations - TR	125,335	38,833	86,502	607,871	373,004	234,867	Donations include: Am Heart Asc \$37K, Unidos Digital \$40K, Unidos Casa \$25K, NALCAB \$30K, Florida Health Justice \$6K, Amerant \$6K, Citrix \$6K, Bank United \$5K, reclassified Memorial Health (\$20K) from TR to UR, and reclassified HG Charitable (\$25K) from TR to UR and Accruals \$15K
Satisfaction of Restrictions	(77,463)	105,436	(182,899)	270,602	605,310	(334,708)	Released more than collected in TR
Fundraising Events	22,000	0	22,000	44,500	0	44,500	
Grant Income	230,015	323,960	(93,945)	1,374,268	1,573,003	(198,735)	
Interest Income	48	1,100	(1,052)	2,344	6,600	(4,256)	
Rental Income	4,308	4,196	112	25,218	25,176	42	
Voluntary Pre-K	743	3,551	(2,808)	14,215	21,306	(7,091)	
Fees & Miscell Income	1,829	19,252	(17,423)	91,718	115,512	(23,794)	Primarily U4K
InKind - Services/Goods	0	0	0	0	0	0	
Total Revenues	384,754	521,470	(136,716)	2,736,209	2,870,765	(134,556)	
Expenses							
Salaries and benefits	345,084	344,999	85	2,057,154	2,111,531	(54,377)	Due to less payroll in programs than predicted because of COVID 19
Advertising	1,963	1,910	53	9,268	11,461	(2,193)	
Bank service charges	2,202	717	1,485	8,282	4,302	3,980	
Building repairs/maint	18,372	17,778	594	98,592	106,668	(8,076)	
Depreciation	13,210	13,496	(286)	79,247	80,980	(1,733)	
Dues Subscriptions	2,893	1,538	1,355	12,292	10,728	1,564	
Information Technology	8,528	13,174	(4,646)	55,983	84,038	(28,055)	
InKind - Goods/Services	0	0	0	0	0	0	
Insurance	4,305	4,583	(278)	25,695	27,492	(1,797)	
Interest expense	5,051	5,751	(700)	29,649	34,506	(4,857)	
Licenses and permits	0	96	(96)	61	576	(515)	
Mileage reimbursement	455	4,236	(3,781)	8,975	25,994	(17,019)	Main programs underspending are U4T, IRS, Citi, USCIS, and Family Strengthening - due to COVID
Miscellaneous	1	(8)	9	(9)	(2)	(7)	
Office expense	4,742	5,187	(445)	25,959	31,122	(5,163)	
Postage and shipping	537	483	54	2,542	2,901	(359)	
Printing	3,950	4,496	(546)	29,672	29,976	(304)	
Professional fees	12,100	19,457	(7,357)	72,698	116,739	(44,041)	Delayed start to Entrepreneurship program and Zuckerberg. Underspent Support, and timing differences in Kresge.
Program expenses	23,280	40,112	(16,832)	166,929	183,163	(16,234)	
Public relations	0	1,250	(1,250)	1,161	7,500	(6,339)	
Rent	1,401	2,309	(908)	11,579	13,850	(2,271)	
Software	0	292	(292)	0	1,752	(1,752)	
Special fundraising events	0	2,104	(2,104)	0	12,624	(12,624)	Due to straight line budget methodology
Staff events/meetings	0	750	(750)	784	4,500	(3,716)	
Staff training and development	585	5,028	(4,443)	4,213	30,165	(25,952)	Deferred Staff Training in many programs, and support
Telephone	19,093	7,980	11,113	67,708	47,881	19,827	Primarily due to increased number of cell phones and hotspots primarily in Economic Development ,Education and Support due to COVID work at home requirement.
Utilities	2,016	2,000	16	12,345	12,000	345	
Total Expenses	469,768	499,718	(29,950)	2,780,779	2,992,447	(211,668)	
Increase (Decrease) in UNR Assets	(\$ 85,014)	\$ 21,752	\$ (106,766)	(\$ 44,570)	(\$ 121,682)	\$ 77,112	
			Programs	\$ 155,999			
			Support	\$ (200,569)			
			Total	\$ (44,570)			

TJMF Actual through Jun 30, 2020

TJMF* Capacity Building & Program Development Reserve Fund (the "Reserve Fund")

	Total To Date	
Citizenship Fundraising Match	\$ 25,000	
The Non-Profit Assistance Center	\$ 90,240	CPA - Finance Area
Incremental Salaries	\$ 53,588	Incremental Salary Increases through June 2020
		Recruitor - Director Marketing, Assoc
National Executive	\$ 10,084	Director - Finance, CFO -
Missing Link	\$ 12,825	Consultant - Human Resources
	\$ 191,736	Actual Through Jun 30, 2020
	\$	308,264 Grant Balance as of Curr. Month End
2020 Salaries - Committed	\$ 27,421	Remaining Commitment 2020
2021 Salaries - Committed	\$ 55,014	Remaining Commitment 2021
Finance Salaries 2020-2021	\$ 82,435	
Total Spent & Committed as of Jun 30, 2020	\$ 274,171	
Original Budget (Must be spent by 2023)	500,000	
Remaining Dollars	\$ 225,829	

Funds must be used by 2023

\$250,000 Mission / Opportunities	\$ 250,000.00	
Citizenship Fundraising Match	\$ 25,000.00	\$ 87,000.00 Raised from Peace Love HUF Campaign
	\$ 25,000.00	

\$250,000 capacity building	\$ 250,000	
		CPA - Finance
The Non-Profit Assistance Center	\$ 90,240	Area
Incremental Salaries	\$ 53,588	Incremental Salary Increases
		Recruitor - Director Marketing, Assoc Director - Finance, CFO - Finance
National Executive	\$ 10,084	
Missing Link	\$ 12,825	Consultant - Human Resources
Finance Salaries 2020-2021	\$ 82,435	Committed Salaries not yet spent
	\$ 249,171	
		Uncommitted Balance
Balance	\$ 500,000	\$ 274,171 \$ 225,829

**Hispanic Unity of Florida
POLICY P509**

POLICY STATEMENT

SUBJECT: ELIGIBILITY OF EMPLOYEES, FAMILY MEMBERS AND/OR OTHER INDIVIDUALS RESIDING AT SAME ADDRESS OF EMPLOYEE TO OBTAIN SERVICES POLICY

DEPARTMENT: Program Operations

REVISION DATE: July 2020¹

LAST REVIEWED: June 2018

POLICY:

Hispanic Unity of Florida's (HUF) and its employees support through policy, procedure and action to ensure that HUF maintains the highest level of integrity and transparency in how it conducts its mission work.

This policy will explain how:

1. an employee, or
2. an employee's family member, or
3. an individual residing at an employee's address

can be eligible to access programs and services but will not be favored over clients seeking services.

COVID 19

Emergency Funds Disbursements May Over-Ride This Policy As An Allowable Reimbursement In The Areas Highlighted Below

See 509.1 Procedure and Guidelines for Emergency Community Relief Fund

If:

1. an employee, or
2. an employee's family member, or
3. an individual residing at an employee's address

meet all the program criteria and eligibility to participate in HUF programs and services, the guidelines below are to be followed:

1. HUF will maintain extensive documentation on file regarding their criteria and eligibility as well as the confirmation that related contracts and agreements allow participation. The documentation will be approved by 1) Director of Economic Development or Director of Education and/or Program Manager, 2) SVP, and 3) CFO **prior to** services being provided;
2. Regular client fees (when applicable) will be paid;
3. Priority or special treatment to enroll in program and services will not be offered; and
4. **No monetary assistance of any kind including, gift cards, bus passes, gas cards, payments made to 3rd parties on their behalf (i.e. rental assistance, car repair, FPL, etc.) and/or donations etc.**

Note: Consideration should be given as to what extent the employee's participation in a program impacts his/her work schedule. It is recommended that the employee can schedule one-on-one coaching appointments or participating in program events as a client during non-working hours or alternatively use personal time.

This policy will be reviewed annually to ensure that HUF program and services meet the evolving needs of our communities. With the approval of the appropriate committee and the board of directors, this policy may be revised under special circumstances.

I have read, understand and agree to abide by HUF Employee, Family Members and/or any individual residing at the same address in the participation in HUF Programs Policy.

Print Name

Signature

Date



Hispanic Unity of Florida, Inc. Covid-19 Policy

Policy CV201

Subject: COVID-19 Exposure Prevention, Preparedness & Response Policy
Department: Executive
Date: July 2020

Hispanic Unity of Florida, Inc. (hereinafter “Company”) takes the health and safety of its employees very seriously. With the spread of the coronavirus or “COVID-19,” a disease caused by the SARS- CoV-2 virus, the Company intends to take reasonable measures to assist with slowing the spread of COVID-19. According to the Occupational Safety and Health Administration (OSHA), most American workers will not experience high exposure risk levels at their place of employment.

To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Policy to be implemented, to the extent feasible and appropriate, throughout the Company and at all work locations. [The Company also has designated our Associate Director of Risk Management & Operations and our COO to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.]

This Policy is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company intends to implement this policy in a flexible way depending on the varying level of disease transmission in the Community. As a result, this Policy will likely continue to be refined. The Company also may amend this Policy based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Policy and be ready to answer questions from employees. Managers and supervisors always must set a good example by following this Policy. This involves practicing good personal hygiene and other practices to maintain healthy business operations. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

Employees can take steps to slow the spread of COVID-19 and maintain a healthy and safe work environment. As set forth below, the Company has instituted various cleaning/disinfecting, social distancing, and other best practices at our offices. All

employees must follow these rules. In addition, employees are expected to report to their direct supervisor/manager if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Policy or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact your director.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Wear a cloth face covering in public where social distancing measures cannot be maintained (and only when the mask does not interfere with employee health or safety), or as otherwise directed to by relevant federal, state, and local authorities.
- Practice social distancing by avoiding large gatherings and maintaining distance (6 feet) from others when possible.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Clean/disinfect your workspace daily.
- Stay home if you are sick.
- Avoid using other employees' phones, desks, offices, or other work equipment when possible. If necessary, clean and disinfect them before and after use.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Learn more about [coughing and sneezing](#) etiquette on the CDC website.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which may include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Other symptoms such as chills, fatigue, muscle or body aches, sore throat, headache, diarrhea, nausea/vomiting, congestion or runny nose, and/or sudden loss of taste or smell.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK**. Call your supervisor and/or manager. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor or manager.

III. Workplace Protective Measures*

The Company has instituted the following protective measures at all Company locations. Please note that these measures may be modified or supplemented depending upon relevant guidance.

A. General Safety Policies and Rules

- Employees should wear face masks at all time while at HUF. HUF will provide disposable face masks daily to employees working directly with clients and cloth masks to all other administrative staff (3 masks every two months) *while supplies are available*.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the worksite and return home
- Meetings will be by telephone or video conference whenever possible, even if all attendees are at the same location.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- Employees should not congregate in the kitchen room or in other areas for purposes of socializing.
- Employees will be encouraged to NOT eat lunch at HUF and/or eat at their desks or in their cars.
- High- touch areas throughout the company will be frequently sanitized.
- In situations where handwashing is not available or impractical, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of coworkers' tools and equipment. Employees should not share headsets, phones, or other objects that are near mouth or nose. To the extent tools/equipment must be shared, the Company will provide alcohol- based wipes to clean tools/equipment before and after use.
- The Company will temporarily cease providing communal food and beverages. Employees should use disposable plates, cups, mugs and utensils.

When social distancing is loosened in the future:

- Meetings that cannot be conducted via remote means will take place in a room large enough to permit attendees to maintain social distance measures.
- Attendance at trainings or other similar meetings will be collected verbally and the person running the meeting will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices.
- During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

B. Screening Procedures

- Employees will be self-screened for symptoms and elevated temperatures prior to arriving at HUF. Both symptoms and temperature will be self-reported. Every employee must respond to a daily symptoms question on their Paymaster/Payroll app. Responses to these questions will be limited to the manager and HUF's senior team. Every employee will be provided with a thermometer and they must take their temperature immediately prior to entering HUF.

C. Business Travel

- At this time, all business travel is suspended.
- As restrictions ease, the Company will continue to carefully consider whether travel is necessary until such time as there are no travel restrictions in place.

D. Social Distancing Strategies

As recommended by state and local health authorities, the Company may implement a variety of social distancing measures. HUF will take a number of the following steps: continue continued telework for certain roles, institute flexible hours, institute rotating schedules, increasing physical space between employees, increasing physical space between employees and clients, eliminating certain non-essential functions delivering of client information through a highly controlled "drop off" process, discouraging clients/vendors/the public from congregating via appointments or drive through systems, etc.

Workplace Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned workspaces.

- The Company will perform routine environmental cleaning and disinfection.
- Common-use areas will be cleaned twice daily
- Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.

- The Company will provide adequate soap and ensure that hand sanitizer dispensers are always filled, to the extent supplies permit.
- The Company will provide adequate sanitizing wipes and/or disinfectants if needed to clean and disinfect shared equipment and tools.
- Frequently touched items (*i.e.*, door pulls and toilet seats) will be disinfected frequently.
- If an employee suspected or confirmed to have COVID-19 is at the worksite, the Company will perform enhanced cleaning and disinfection using CDC guidelines.
- The Company will provide that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol

IV. Exposure Situations

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants) and (2) at least ten (10) days have passed since symptoms first appeared. One exception may be an employee who experiences fever only. In that instance, and only if the employee does not have a laboratory confirmed-case of COVID-19, that employee may be able to return to work after he/she has no fever for three days without taking medication to reduce fever during that time. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work. However, employees who do not obtain a doctor's note may not be able to apply for available paid leave to his/her absence, depending on the circumstances of the leave, type of leave, and applicable law.

Employee COVID-19 Testing

An employee may be eligible for Emergency Personal Sick Leave under the Families First Coronavirus Response Act ("FFCRA") Leave Policy if the employee is unable to work, either at the normal workplace or by telework, during the time that the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19. **(Please discuss with your supervisor and/or Human Resources.)**

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms. If they develop symptoms, then the return-to-work criteria for symptomatic employees applies. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at

least ten (10) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work, as well as complete a questionnaire.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19* Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for fourteen (14) days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period (about 15 minutes or longer).

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee. An employee who tested positive must disclose a list of individuals with whom he or she had close contact during the period from 48 hours prior to the onset of symptoms through the time that employee meets the criteria to discontinue self-isolation. If the employee who tested positive is asymptomatic, the employee must disclose a list of individuals with whom he or she had close contact during the 48 hours prior to the test that returned a positive result until that employee meets the criteria to discontinue self-isolation. The Company may direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company also will notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. In no event shall the identity of the employee who tested positive be disclosed to others. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and the Company may direct that the individual self-quarantine for 14 days from the last date of close contact with that individual.

V. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company will inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VI. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Policy on a case by case basis. If you have any questions concerning this Plan, please contact **Virginia Cielo, HUF COO, Josie Bacallao, CEO or Felipe Pinzon,**

SVP.

COVID-19 Fast Facts

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet and for 15 minutes or longer). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

COVID-19 Prevention & Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (*i.e.*, fever, cough, or shortness of breath) should notify their supervisor and stay home—**DO NOT GO TO WORK**.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the agency where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as kitchen at least once per day.
- Disinfect shared surfaces (door handles, etc.) on a regular basis.
- Avoid sharing equipment and workspaces with co-workers.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.

Employee Name Click or tap here to enter text. **Employee Signature** Please Sign

Date Click or tap to enter a date.

DATE REVISED: July 2020

DATE LAST REVIEWED: July 2020



Hispanic Unity of Florida, Inc.
Covid-19 Policy

Policy CV202

Subject: Employee Acknowledgement of Conducting Screening Obligation to Report Symptoms

Department: Executive

Date: July 2020

To try to ensure a safe environment for employees, visitors, and customers during the COVID-19 public health emergency:

1. I understand and acknowledge that Hispanic Unity of Florida, Inc. (EMPLOYER) may conduct non-invasive health screening, including but not limited to, temperature checks and other non-contact monitoring that may be recommended and updated by the U.S. Centers for Disease Control and Prevention (CDC), to ensure the health, welfare, and safety of employees and visitors, and monitor enforcement of its personnel policies. I consent to temperature checks and other non-invasive monitoring recommended by the CDC at any time that EMPLOYER may choose during the COVID-19 public health emergency to help EMPLOYER evaluate the risk that an Employee's presence poses to others in the workplace as a result of the COVID-19 pandemic.
2. As I return to work, I can expect that EMPLOYER will protect the privacy and security of my personal information, including any information maintained by EMPLOYER's group health plan, in accordance with applicable federal and state laws, including but not limited to the Americans with Disabilities Act ("ADA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Family Medical Leave Act, ("FMLA"), and state and local laws governing the privacy and/or security of personal information, but I also understand and hereby acknowledge that during a public health crisis, should EMPLOYER need to disclose any COVID-19-related health information to public health agencies, then such information will be disclosed pursuant to applicable CDC guidance and any other applicable federal, state or local public health reporting requirements and shall be limited to the minimum information necessary to comply with the reporting requirement.
3. Also, I hereby acknowledge that should I become aware of a positive COVID-19 test or known COVID-19 exposure of myself either at work or away from work, I will promptly notify **Human Resources/Resiliency Director** and proactively engage in a conversation that could include identifying my known contacts at work who may have been exposed.

Employee Name Click or tap here to enter text. **Employee Signature** Please Sign

Date Click or tap to enter a date.

DATE REVISED: July 2020

DATE LAST REVIEWED:

July 2020



Hispanic Unity of Florida, Inc. Covid-19 Policy

Policy CV203

Subject: Consent to Disclosure of Employee Information Following Positive Covid-19 Test or Known Exposure to Covid-19

Department: Executive

Date: July 2020

To try to ensure a safe environment for employees, visitors, and customers during the COVID-19 public health emergency:

1. I understand and acknowledge that Hispanic Unity of Florida, Inc. (EMPLOYER) is following reasonable recommendations issued by the U.S. Centers for Disease Control and Prevention (CDC), to ensure the health, welfare, and safety of employees and visitors, and monitor enforcement of its personnel policies.
2. I continue to expect that EMPLOYER will protect the privacy and security of my personal information, including any information maintained by EMPLOYER's group health plan, in accordance with applicable federal, state and local laws, including but not limited to the Americans with Disabilities Act ("ADA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Family Medical Leave Act, ("FMLA"), and any other laws governing the privacy and/or security of personal information.
3. I further understand and hereby acknowledge that during a public health crisis, since I either have tested positive for COVID or am aware that I have been exposed to a person that has tested positive for COVID, EMPLOYER needs to disclose any COVID-19-related health information to those with whom I have had close contact during the period of time in which I may have been contagious, so that EMPLOYER can notify health authorities and potentially exposed individuals can be notified.
 - a. If I test positive for COVID, I understand I must disclose a list of individuals with whom I have had close contact during the period of 48 hours before the onset of my symptoms through the time I meet the criteria to discontinue self-isolation.
 - b. If I have been exposed to a person who has tested positive for COVID, I understand I must disclose a list of individuals with whom I have had close contact for a period of 14 days following that exposure or until I meet the criteria to discontinue self- isolation.
 - c. If I test positive for COVID, but have no symptoms, I understand I must disclose a list of individuals with whom I have had close contact during the 48 hours prior to the test that returned a positive result until I meet the

criteria to discontinue self- isolation.

4. To allow for individuals to ascertain their likely risks given their recent physical proximity to me, I consent to disclosing my exposure and/or diagnosis (without naming or otherwise identifying me) to the narrowest possible group of co-workers, visitors or others at the worksite that is consistent with determining who could be affected by my exposure and/or diagnosis, with the understanding that the overall level of disclosure will be the minimum information necessary to comply with any prudent reporting requirements and that my name and/or other identifying information will not be disclosed to any person.

Employee Name Click or tap here to enter text. **Employee Signature** Please Sign

Date Click or tap to enter a date.

DATE REVISED: July 2020

DATE LAST REVIEWED: July 2020



Hispanic Unity of Florida, Inc.
Covid-19 Policy

Policy CV204

Subject: Families First Coronavirus Response Act (“FFCRA”) Leave Policy
Department: Executive
Date: July 2020

On March 18, 2020, Families First Coronavirus Response Act (“FFCRA”) was signed into law as an emergency response to the ongoing 2019 novel coronavirus (COVID-19) pandemic.

In light of the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act included in the FFCRA, effective April 1, 2020, the following policy applies to eligible employees of Hispanic Unity of Florida, Inc. (the “Company”) through December 31, 2020.

I. Emergency Paid Sick Leave (“Emergency PSL”)

A. Qualifying Reasons for Paid Sick Leave

As more fully described in the eligibility requirements in Section I(B) below, an employee is entitled to Emergency PSL if the employee is unable to work or telework due to a need for leave because the employee:

- (1) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) Has been advised by a health care provider (a licensed doctor of medicine or osteopathy, nurse practitioner, or other health care provider permitted to issue a FMLA certification) to self-quarantine due to concerns related to COVID-19;
- (3) Is experiencing symptoms of COVID-19 and seeking a medical diagnosis from a health care provider;
- (4) Is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider (as defined above) to self-quarantine due to concerns related to COVID-19;
- (5) Is caring for the employee’s son or daughter where, for reasons related to COVID-19, the child’s:

- (a) elementary or secondary school or place of care has been closed; or
 - (b) child care provider is unavailable; or
- (6) Is experiencing a substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

B. Eligibility Requirements

An employee may take Emergency PSL for one of the qualifying reasons set forth in Section I(A) above if the employee satisfies the eligibility requirements set forth below.

(1) Leave Due To Quarantine or Isolation Order

An employee is entitled to Emergency PSL under Section I(A)(1), if:

- (a) the employee is subject to a quarantine, isolation, containment, shelter-in- place, or stay-at-home order issued by any Federal, State, or local government authority; and
- (b) compliance with the order causes the employee to be unable to work or telework even though the Company has allowed or permitted work that the employee could perform, either at the normal workplace or by telework, but for being subject to the order.

The above includes when a Federal, State, or local government authority has advised categories of citizens (e.g., of certain age ranges or of certain medical conditions) to shelter-in- place, stay-at-home, isolate, or quarantine, causing those categories of employees to be unable to work or telework even though the Company has work for them.

However, an employee may not take Emergency PSL under Section I(A)(1) if the Company does not have work for the employee as a result of the order, closure of the worksite, or other circumstances.

(2) Leave Due To Health Care Provider Advice to Self-Quarantine

An employee is entitled to Emergency PSL under Section I(A)(2), if:

- (a) a health care provider advises the employee to self-quarantine based on a belief that:
 - (i) The employee has COVID-19;
 - (ii) The employee may have COVID-19; or
 - (iii) The employee is particularly vulnerable to COVID-19; and

- (b) following the advice of a health care provider to self-quarantine prevents the employee from being able to work, either at the normal workplace or by telework.

(3) Leave Due To Seeking A Medical Diagnosis For COVID-19

An employee is entitled to Emergency PSL under Section I(A)(3), if:

- (a) the employee is experiencing any of the following symptoms:
 - (i) Fever;
 - (ii) Dry cough;
 - (iii) Shortness of breath; or
 - (iv) Any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention; and
- (b) the employee is unable to work, either at the normal workplace or by telework, during the time that the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19.

An employee may not take Emergency PSL under Section I(A)(3) if the employee unilaterally decides to self-quarantine for an illness without medical advice, even if the employee has COVID-19 symptoms.

(4) Leave Due To Need To Care For An Individual

An employee is entitled to Emergency PSL under Section I(A)(4) if:

- (a) an individual who is subject to an isolation or quarantine order as set forth in Section I(A)(1) or has been advised by a health care provider to self-quarantine as set forth in Section I(A)(2) is unable to care for himself or herself and depends on the employee to care for him or her; and
- (b) but for the need to care for the individual, the employee would be able to perform work for the Company, either at the normal workplace or by telework.

An “individual” means an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. For this purpose, “individual” does not include persons with whom the employee has no personal relationship.

If the Company does not have work for the employee, either at the normal workplace or by telework, then an employee may not take Emergency PSL under Section I(A)(4).

(5) Leave Due To Need To Care For A Son or Daughter

An employee is entitled to Emergency PSL under Section I(A)(5) if:

- (a) the elementary or secondary school or place of care of the employee's son or daughter is closed, or the child care provider of the son or daughter is unavailable, for reasons related to COVID-19;
- (b) no other suitable person is available to care for the son or daughter during the period of such leave; and
- (c) but for an employee's need to care for the son or daughter, the employee would be able to perform work for the Company, either at the normal workplace or by telework.

A "son or daughter" includes a biological, adopted, foster, or step child, or legal ward of an employee, a child for whom the employee is standing *in loco parentis*, or an employee's adult son or daughter who is incapable of self-care due to a physical or mental disability.

A "place of care" is a physical location in which care is provided. A "child care provider" is someone who cares for the son or daughter, including individuals who are paid and those who provide child care at no cost and without a license.

An employee cannot take Emergency PSL under Section I(A)(5) if another suitable individual is available to take care of the employee's son or daughter, such as a co-parent, co-guardian, or other child care provider.

C. Unable To Work or Telework

An employee is unable to work or telework due to a need for leave if the Company has work for the employee and one of the COVID-19 qualifying reasons set forth above prevents the employee from being able to perform that work, either under normal circumstances at the normal worksite or by means of telework. An employee is never entitled to Emergency PSL where the Company does not have work for the employee.

An employee is able to telework where: (1) the Company has work for the employee to perform; (2) the Company permits the employee to perform that work from the employee's home or location other than the normal workplace; and (3) there are no extenuating circumstances, such as COVID-19 symptoms, that prevent the employee from performing that work.

D. Usage

Emergency PSL is available for immediate use for any of the above reasons, regardless of how long the employee has been employed by the Company.

E. No Need For Replacement

Employees are not required to search for or find a replacement to cover the employee's hours or shift during which the employee is using Emergency PSL before taking Emergency PSL for one of the above reasons.

F. Leave Amount

Full-time employees (those who are normally scheduled to work at least 40 hours per workweek) are entitled to take up to eighty (80) hours of Emergency PSL for any combination of qualifying reasons. An employee without a normal schedule is a full-time employee if the average number of hours per workweek that the employee was scheduled to work, including leave of any type, is at least 40 hours per workweek over the lesser of (i) 6 months immediately prior to leave, or (ii) the period of the employee's employment.

Part-time employees are entitled to Emergency PSL in an amount equal to the average number of work hours in a two-week period.

If a part-time employee's normal hours scheduled are unknown, or if the part-time employee's schedule varies, and the part-time employee has been employed for at least six (6) months, then the employee is entitled to Emergency PSL in an amount equal to fourteen (14) times the average number of hours that the employee was scheduled to work, including hours for which the employee took leave of any type, each calendar day over the 6 month period ending on the date on which the employee takes Emergency PSL.

If a part-time employee does not have a normal schedule, or if the part-time employee's schedule varies, and has been employed for fewer than six (6) months, then the employee is entitled to Emergency PSL in an amount equal to fourteen (14) times the number of hours the employee and the Company agreed to at the time of hiring that the employee would work, on average, each calendar day. Absent such agreement, the part-time employee is entitled to Emergency PSL in an amount equal to fourteen (14) times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took any type of leave.

G. Intermittent Leave

(1) During Telework

If an employee is unable to telework the employee's normal schedule of hours due to one of the qualifying reasons in Section I(A) above, the Company may agree that the employee may take Emergency PSL intermittently while teleworking. The Emergency PSL may be taken in any increment agreed to by the Company. For example, the employee and the Company may agree on a 90-minute increment, and the employee could telework from 1:00 PM to 2:30 PM, take leave from 2:30 PM to 4:00 PM, and then return to teleworking. In this scenario, the employee would be charged with 1.5 hours of leave. An employee does not have the right to intermittent leave without the Company's agreement.

(2) Reporting to Worksite

An employee may NOT take intermittent leave for Emergency PSL under Section I(A)(1)-(4) and (6) above. Leave for these reasons must be taken in full-day increments. Leave must be continuous for one of these reasons until the employee uses the full amount of Emergency PSL or there is no longer a qualifying reason for taking Emergency PSL.

If the Company agrees, an employee may take intermittent leave for Emergency PSL under Section I(A)(5) (to care for the employee's son or daughter whose school or place of care is closed). In such a situation, it may be possible for an employee to find alternative care and only need leave for certain days or certain hours. In such a case, the Company may agree to allow the employee to take leave intermittently. An employee does not have the right to intermittent leave without the Company's agreement.

H. Notice of Employee's Need for Leave

After the first workday (or portion thereof) that an employee takes Emergency PSL, the employee is required to comply with the Company's usual and customary notice and procedural requirements for requesting leave set forth in the Company's Employee Handbook, absent unusual circumstances.

If an employee is personally unable to provide such notice, then the employee's spokesperson (such as a spouse, adult family member, or other responsible party) should provide such notice to the HUF's Human Resources. The employee (or his or her spokesperson) must provide sufficient information for the Company to determine whether the requested leave is for a qualifying reason for Emergency PSL. Verbal notification will be accepted until practicable to provide written notice.

I. Required Documentation

An employee is required to submit to HUF's Human Resources documentation containing the following information to support Emergency PSL:

- the employee's name;
- the date(s) for which leave is requested;
- the qualifying reason for Emergency PSL, including any required information or documentation supporting such reason as outlined below; and
- an oral or written statement that the employee is unable to work, including by means of telework, because of such qualifying reason.

In addition, the following information and/or documentation must be submitted to Human Resources to support the qualifying reason for Emergency PSL:

<u>Qualifying Reason</u>	<u>Information/Documentation Required</u>
(1) subject to a Federal, State, or local quarantine or isolation order related to COVID-19	The name of the government entity that issued such quarantine or isolation order.
(2) advised by a health care provider to self-quarantine due to concerns related to COVID-19	The name of the health care provider who advised the employee to self-quarantine due to concerns related to COVID-19.
(3) experiencing symptoms of COVID-19 and seeking a medical diagnosis from a health care provider	The name of the health care provider from whom the employee is seeking a medical diagnosis.
(4) caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19	(1) either: (a) the name of the government entity that issued such quarantine or isolation order; or (b) the name of the health care provider who advised the individual to self-quarantine due to concerns related to COVID-19; (2) the name of the individual for whom the employee is caring; and (3) the relationship of the individual to the employee.
(5) caring for the employee's son or daughter where, for reasons related to COVID-19, the child's elementary or secondary school or place of care has been closed or child care provider is unavailable	(1) the name and age of the son or daughter being cared for; (2) the name of the school, place of care, or child care provider that has closed or become unavailable; (3) a representation that no other suitable person will be caring for the son or daughter during the period for which the Employee takes Emergency PSL; and (4) with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

J. Payment Amount

Subject to the caps detailed below, an employee taking Emergency PSL for reasons (1) through (3) under Section I(A) above will be paid at the employee's average regular rate of pay for hours of leave, or minimum wage, whichever is greater, and an employee taking Emergency PSL for reasons (4) through (6) under Section I(A) above will be paid at two-thirds (2/3) the employee's average regular rate of pay, or minimum wage, whichever is greater. Payment is based on the employee's scheduled number of

hours for each day such leave is taken, with varying schedules determined in the same manner as Section I(F), which will be deducted from the leave amount available to the employee. The Company may agree to allow an employee to use paid leave to supplement payments under reasons 4 and under Section 1(A).

Emergency PSL is capped at:

- \$511 per day and \$5,110 in total for leave used for reasons (1) through (3) under Section I(A) above; and
- \$200 per day and \$2,000 in total for leave used for reasons (4) through (6) under Section I(A) above.

Overtime premiums are not paid for Emergency PSL, even if the employee is paid for more than 40 hours per week.

For purposes of both Emergency PSL and Emergency Family Leave, the average regular rate of pay is calculated by the average of the employee's regular rate over a period of up to six (6) months prior to the date on which the employee takes leave. If the employee has not worked for the Company for six (6) months, the regular rate is the average of the employee's regular rate of pay for each week worked for the Company. If the employee is paid with commissions, tips, or piece rates, such wages are incorporated into the above calculation. Tips are included to the extent that a tip credit is taken. Payments for leave and overtime premiums are not counted.

The regular rate of pay may also be calculated by adding all compensation that is part of the regular rate over the applicable period and dividing that sum by all hours actually worked in the same period.

K. Relation To Other Leave and Effect on Other Rights or Benefits

Emergency PSL is in addition to – and shall in no way diminish, reduce, or eliminate – any other right or benefit to which the employee is entitled under: (1) Federal, State, or local law, except the FMLA as set forth herein; or (2) the Company's policies existing prior to April 1, 2020. Use of Emergency PSL will not count against any other types of leave to which an employee is entitled under Federal, State, or local law or the Company's other policies, unless state law provides otherwise. Employees are not required to use other available paid leave provided by the Company or under Federal, State, or local law before using Emergency PSL, and may first use Emergency PSL before any other leave to which the employee may be entitled.

If the Company agrees, an employee may supplement any 2/3 average regular rate payments for reasons (4) through (6) under Section I(A) above with other available paid leave under law and/or the Company's policies, up to the employee's normal earnings; however, the Company may not require such supplementation. Unless the Company and the employee agree, while an employee is receiving such 2/3 average regular rate payments, the employee will only be using Emergency PSL and will not exhaust any other paid leave under law and/or the Company's other policies.

An employee who needs to take leave for reason (5) under Section I(A) may be eligible to take leave under both the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. If so and the employee elects to take Emergency PSL for reason (5), such Emergency PSL runs concurrently with Emergency Family Leave under the Emergency Family and Medical Leave Expansion Act.

Group health coverage is maintained during Emergency PSL on the same conditions as coverage would have been provided if the employee had been continuously working during the entire leave period.

L. Forfeiture of Unused Emergency PSL

Unused Emergency PSL cannot be carried over to the following calendar year. An employee forfeits, and will not be paid out for, any unused Emergency PSL at the end of the calendar year and upon separation of employment for any reason.

M. Discrimination and Retaliation Prohibited

The Company prohibits discrimination and retaliation against an employee who uses Emergency PSL, complains about violations of the Emergency Paid Sick Leave Act, or participates in any proceedings under or related to the Emergency Paid Sick Leave Act.

N. Restoration

After taking Emergency PSL, an employee is generally entitled to return to the same or equivalent position. However, the employee is not protected from actions that would have affected the employee regardless of leave, such as a layoff.

II. Emergency Family and Medical Leave (“Emergency Family Leave”)

A. Eligible Employee

An employee who has been on the Company's payroll for at least thirty (30) calendar days immediately prior to the date leave is to begin is eligible to take Emergency Family Leave under this policy. Employees who are laid off or otherwise terminated after March 1, 2020 and rehired or reemployed are eligible if they were employed for at least thirty (30) or more of the sixty (60) calendar days immediately prior to the layoff or termination.

B. Emergency Family Leave Use

An eligible employee may take up to twelve (12) workweeks of leave until December 31, 2020 if the eligible employee cannot work or telework for the Company due to the employee's need to care for the employee's son or daughter (as defined in Section I(A)(5) above) if, because of a public health emergency regarding COVID-19 declared by a Federal, State, or local authority, the child's: (i) school or place or care has

been closed; or (ii) child care provider is unavailable. An eligible employee has a need to take Emergency Family Leave only if no suitable person is available to care for his or her son or daughter during the period of such leave.

An eligible employee may not take Emergency Family Leave to care for his or her son or daughter unless, but for a need to care for the son or daughter, the eligible employee would be able to perform work for the Company, either at the normal workplace or by telework. An eligible employee also may not take Emergency Family Leave where the Company does not have work for the eligible employee.

Note that use of FMLA leave under the Company's FMLA Policy counts against the twelve (12) workweeks of Emergency Family Leave. Likewise, use of Emergency Family Leave will count against the twelve (12) workweeks of FMLA entitlement, including any period in which paid leave is used to substitute for unpaid Emergency Family Leave.. The employee is entitled to a combined total of twelve (12) workweeks of leave, inclusive of both FMLA leave and Emergency Family Leave, during the applicable twelve-month period. Further, an employee is only entitled to up to twelve (12) workweeks of Emergency Family Leave until December 31, 2020, even if the leave spans different 12-month FMLA periods.

An eligible employee who has exhausted his or her twelve workweek FMLA entitlement is not precluded from taking Emergency PSL.

C. Emergency Family Leave Payment

(1) First Two Workweeks of Leave

The first two (2) workweeks of Emergency Family Leave is unpaid. During such time, an employee may elect to use available Emergency PSL (paid at 2/3 the employee's average regular rate of pay times the scheduled number of hours for each day of leave taken, up to a maximum of \$200 per day and \$2,000 in total) to substitute for otherwise unpaid leave. If an employee elects to use Emergency PSL during the first two (2) workweeks of Emergency Family Leave, the benefits provided by the Emergency Paid Sick Leave Act run concurrently with those provided under the Emergency Family and Medical Leave Expansion Act.

If the Company agrees, an employee may elect to use other Company-provided paid leave (such as paid vacation or paid time off) to supplement the 2/3 average regular rate of pay under Emergency PSL payments during the first two (2) workweeks of Emergency Family Leave that are otherwise unpaid. Any paid time off under other Company-provided paid leave that an employee elects to use to supplement, with agreement by the Company, during the first two (2) workweeks will run concurrently with Emergency Family Leave. An employee will not be required to use other Company-provided paid leave before using Emergency PSL.

The employee may also choose to substitute available paid time off under other Company- provided paid leave (such as vacation, personal, medical, or sick) during this

period of otherwise unpaid Emergency Family Leave, which will run concurrently with Emergency Family Leave. If an employee does not elect to substitute any paid leave for otherwise unpaid Emergency Family Leave, then the employee will remain entitled to available Emergency PSL and any paid leave that the employee has accrued under the terms of the Company's other paid leave policies.

(2) After the First Two Workweeks of Leave

For each day of Emergency Family Leave after the first two (2) workweeks, an employee will be paid two-thirds (2/3) of the employee's average regular rate of pay times the scheduled number of hours for each day of leave taken, for up to ten (10) additional workweeks, up to a maximum of \$200 per day and \$10,000 in total.

The scheduled number of hours is the number of hours the employee would otherwise be normally scheduled to work on that workday. If the employee has a varying schedule, such that it is unable to be determined how many hours the employee would have worked, the number of hours is the average number of hours, including hours for which leave of any type was taken, per workday that the employee was scheduled to work over the six (6) month period immediately preceding the first use of Emergency Family Leave or from the beginning of the employee's employment, whichever is less.

Note that if an employee is normally scheduled to work for more than forty (40) hours per week, these hours will be compensated, but only at the regular rate of pay. Overtime premiums are not required.

For leave taken in less than full day increments, the amount of Emergency Family Leave pay will be 2/ 3 the average regular rate times the number of hours of leave.

For each day of Emergency Family Leave after the first two (2) workweeks, an employee is required to use available paid leave under other Company-provided paid leave policies (such as paid vacation or PTO, but not sick leave) concurrently with Emergency Family Leave, so that the employee receives the employee's full amount of normal pay. In such circumstances, an employee will be paid the full amount to which he or she is entitled under other Company-provided paid leave policies for the period of leave taken. If an employee exhausts preexisting paid leave under other Company-provided paid leave policies, the employee will be paid two-thirds (2/3) of the employee's average regular rate of pay times the scheduled number of hours for each subsequent period of Emergency Family Leave taken, up to \$200 per workday and \$10,000 in total.

If the employee is using Company-provided leave, Emergency PSL will not run concurrently with Emergency Family Leave; otherwise, it will run concurrently. To the extent that an employee has not exhausted Emergency PSL or other Company-provided paid leave that is substituted during Emergency Family Leave, the employee will have all remaining accrued paid leave under the Company's pre-existing policies, as well as any unused Emergency PSL, available for later use after the conclusion of Emergency Family Leave.

D. Notice and Required Documentation

Please see Sections I(H) and (I) above for the notice and documentation that must be provided to Human Resources under reason (5), as the same information and documentation must be submitted to substantiate the need for Emergency Family Leave.

E. Intermittent Leave

If an employee is prevented from teleworking or working on-site the employee's normal schedule of hours, the Company may agree that the employee may take Emergency Family Leave intermittently. An employee does not have the right to intermittent leave without the Company's agreement.

F. Benefits

Benefits are maintained during Emergency Family Leave just as under regular FMLA. Group health coverage is maintained during Emergency Family Leave on the same terms and conditions as coverage would have been provided if the employee had been continuously working during the entire leave period. Thus, employee generally must continue to make any normal contributions to cost of health coverage.

G. Restoration Rights

At the conclusion of the Emergency Family Leave, an employee generally has a right to return to the same or to an equivalent position. However, an employee is not protected from employment actions that would have affected the employee regardless of whether the employee took leave, such as layoff. A "key employee" who is among the highest 10 percent of the employees employed within 75 miles of the worksite at which the employee is employed may be denied restoration if it is necessary to prevent substantial and grievous economic injury to the operations of the Company.

Please contact [Virginia Cielo](#) at VCielo@HispanicUnity.org with any questions or concerns.

Employee Name Click or tap here to enter text. **Employee Signature** Please Sign

Date Click or tap to enter a date.

DATE REVISED: July 2020

DATE LAST REVIEWED: July 2020

FFCRA LEAVE OF ABSENCE: EMPLOYEE REQUEST FORM

Name	Date
Job Title	Department

TO BE COMPLETED BY EMPLOYEE:

A. I request a paid leave of absence under the Emergency Paid Sick Leave Act from _____ to _____ (insert dates). I am unable to work or telework because:

1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
Governmental entity ordering quarantine or isolation: _____

2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
Name of health care provider: _____

3. I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis.

4. I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
Name of individual and relationship to employee: _____
Governmental entity ordering quarantine or isolation: _____ **OR**
Name of health care provider: _____

5. I am caring for my son or daughter because my child's school or place of care has been closed, or the child care provider of my child is unavailable, due to COVID-19 precautions.
Name(s) and age(s) of child(ren): _____
Name of school and/or place of care: _____

6. I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Intermittent Leave: If you are reporting to the workplace to work, you can request intermittent leave for reason A5. If you are teleworking, you can request intermittent leave for reasons A1-6. Your request is subject to our mutual agreement.

I request (choose one): continuous leave intermittent leave

B. I request approval for a paid leave of absence under the Emergency Family and Medical Leave Expansion Act from _____ to _____ (insert dates) because:

I am unable to work or telework due to a need to care for my son or daughter because my child's school or place of care has been closed, or the child care provider of my child is unavailable, due to COVID-19 precautions.
Name(s) and age(s) of child(ren): _____
Name of school and/or place of care: _____

Intermittent Leave: You can request intermittent leave for reason B. Your request is subject to our mutual agreement.

I request (choose one): continuous leave intermittent leave

FFCRA LEAVE OF ABSENCE: EMPLOYEE REQUEST FORM

Substitution of Paid Leave: Pursuant to the FFCRA, the first 10 days of your leave is unpaid. However, you may be eligible to utilize emergency paid sick leave (EPSL) provided under the FFCRA. You may also choose to utilize any available **[paid time off/vacation]**¹. Please indicate below what paid leave, if any, you wish to utilize during your Emergency Family and Medical Leave (EFMLA):

[PTO/Vacation] _____ hrs
 EPSL _____ hrs
 I do not wish to use paid leave

C. Other information

If you requested intermittent leave above, please describe the nature of your intermittent leave (what days of the week you will need intermittent leave, what times of the day you can work on those days, and what times of the day you need intermittent leave on those days):

Days	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Time(s) Can Work							
Time(s) Request Intermittent Leave							

If your child is 15 years of age or older, please describe the special circumstances that exist requiring you to provide care:

[OPTIONAL – SEE FOOTNOTE 2 BELOW²] You may request to supplement your EPSL or EFMLA with accrued paid leave that would otherwise be available for you to use under our **[Paid Time Off/Vacation/Sick] polic[y/ies]** for the purpose you identified above. For example, if you request EFMLA (in B above), you could likely use your accrued **[PTO /vacation]** to supplement your EFMLA, but you could not use your accrued sick leave – because no one is sick. Your request is subject to our mutual agreement and would supplement your EPSL or EFMLA up to the maximum amount of your normal pay.

I request to supplement my EPSL/EFMLA leave with the following accrued paid leave:

[PTO/Vacation]
 [Sick Leave] (limited to situations where you could otherwise take sick leave)

LEAVES OTHER THAN THOSE MENTIONED IN THIS FORM ARE NOT FFCRA ELIGIBLE

I understand that prior to any leave, I must make arrangements to continue insurance coverage if I am eligible. If my need for leave changes, including my inability to return to work as scheduled, I understand that I must contact HR and/or my supervisor immediately. Further, I understand that I must contact HR and/or my supervisor before I can return to work. Failure to do so may result in corrective action. I also understand that I may be required to provide a fitness for duty certification before being restored to employment.

Employee
Signature _____ Date _____

If I am requesting leave because I am unable to work or telework due to the fact my child(ren)'s school or place of care has been closed due to COVID-19 reasons, by signing below I attest that special circumstances exist that require me to provide care and no other person will be providing care to the child during the period in which I receive family medical leave.

Employee
Signature _____ Date _____

¹ EMPLOYERS: Highlights note areas you should insert applicable information.

² EMPLOYERS: You do not have to agree to allow employees to supplement their EPSL and EFML. This paragraph is optional.
EC 3.1 (04.10.2020)



CONFIDENTIAL MEDICAL INFORMATION TO BE MAINTAINED SEPERATELY IN MEDICAL FILE

Employee Return to Work Questionnaire

After Diagnosis Of COVID-19 or After Experiencing Symptoms of COVID-19

In an effort to continue to provide a safe workplace and prevent the spread of COVID-19, all employees must complete the below questionnaire after having been diagnosed with COVID-19 or experiencing symptoms of COVID-19. Please complete this questionnaire and return it to [\[Director of Resiliency via email at LDerrick@hispanicunity.org\]](mailto:LDerrick@hispanicunity.org). Please do not visit the office or engage in other work unless you are doing so remotely from your home or place of isolation or quarantine until you are expressly approved by [\[Director of Resiliency\]](#) to do so. If you are unable or unwilling to complete the questionnaire, you will not be permitted to work on site. If you are unable or unwilling to complete the questionnaire but believe circumstances warrant you being permitted to resume work on site, contact [\[Director of Resiliency via email at LDerrick@hispanicunity.org\]](mailto:LDerrick@hispanicunity.org).

Basic Information

Employee Name: _____ Date: _____
 Employee Signature: _____

Questions

1. Did your healthcare provider diagnose you as having COVID-19? Yes: No: Date diagnosed: _____
2. Did you test positive for COVID-19? Yes: No:
 If the answer to Question 2 is yes, please provide each date you tested positive: _____
3. If you were diagnosed with or tested positive for COVID-19, have you received a release to return to work or fit for duty note from your health care provider? Yes: No:
 (A release or fit for duty note is not required in all jurisdictions, but may help expedite the process. If you are able and willing to provide one, please return it with this form.)
4. If you have not received a release to return to work, explain why: _____
5. Please indicate the first and last date you experienced any of the following symptoms and whether each symptom has improved, worsened or stayed roughly the same.

Symptom	First Date	Last Date Without Fever Reducing Medication	Improved, Worsened, Same?
Cough			
Shortness of breath or difficulty breathing			
Fever of 100.4°F or higher (actual or subjective, intermittent or constant)			
Chills			
Fatigue			
Muscle or body aches			
Headache			
Sore throat			
New loss of taste or smell			
Congestion or runny nose			
Nausea or vomiting			
Diarrhea			
Other COVID-19 related symptom (Please identify)			



Hispanic Unity of Florida, Inc.
Covid-19 Policy

Policy CV205

Subject: HUF Exempt Employee Readiness/Pres-Screening Pledge Form

Department: Executive

Date: July 2020

Date: _____

Name: _____ Signature: _____

I agree to adhere to HUF’s Readiness Checklist and will NOT work from a HUF office if I display/feel any of the symptoms below, do not feel well overall and/or have a temperature greater than 100 degrees c.

I will NOT work from a HUF office if I have any of the following symptoms.

- Cough*
- Shortness of breath or difficulty breathing*
- Fever*
- Chills*
- Muscle pain*
- Sore throat*
- New loss of taste or smell*

My temperature is within normal range (*use thermometer provided by HUF*)

I will follow these Protocols at All Times

1. **Wear a mask at all times while at HUF.**
2. **Social Distancing – You MUST remain 6 feet apart from co-workers and/or clients -at all times.**
3. **Wash your hands for :20 seconds and do so OFTEN.**
4. **Disinfect HUF & your work areas.** HUF is cleaning and disinfecting all common work areas daily. You will also be provided with disinfectants to help you keep your keyboard, mouse, phone and computer and desk areas sanitized. You will NOT share work-stations or equipment with any other HUF staffer.
5. **Stay home if you are sick!**

Symptoms and/or a temperature: **Please STAY HOME!**

- Go home and monitor your situation
[Go to the CDC Self-Checker Site](#)
- Get tested
- Contact your doctor

*Symptoms may appear **2-14 days after exposure to the virus.**

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



Program Task Force Committee Meeting August 27, 2020

Task Force Purpose: Provide guidance associated with the development and implementation of HUF's programmatic components of the strategic plan.

Attending Via Zoom: Steve Sampier, John Guerrero, Carolina Cardozo, Dan Schevis, Lucia Rodriguez, Felipe Pinzon and Felina Rosales-Furer.

1. Program Funding-- Presented by Felipe Pinzon
 - a. 2020: For programs, board approved \$1.2 in unsecured funding. Through August 27th we have secured 97%. Worst case scenario we will be over our goal.
 - b. COVID-19: Last week we shared funding numbers with finance committee, we have secured \$960k grant funding, which 52% is going to programs.
 - c. 2021 – Initial projections: We want to start early to see the future impact on HUF. We already have more money secured for 2021 than we had for 2020.

Dan Schevis asked if there was a delay with Broward County funding. Felipe shared they are not as flexible, but we made the adjustments to get as much funding as possible. Dan offered to be as supportive as possible, makes calls or attend meetings, if needed.

2. Centralized Data Management System (data collection, entry and reporting)

This is part of the strategic plan and is considered a priority. This will definitely have a significant financial implication once we purchase the license for a data management system. We are receiving technical assistance from NALCAB and Juliana Esguerra is assisting Felipe (20 hours/wk.). There are three phases: Data Organization, Database Configuration and Effective and Ongoing Training. Currently, we are on phase one of organizing the data. What we collect and how we report out to funders. In a few weeks, we hope to be mapping out our programs and when the data is being collected and by whom. This will inform what kind of database we need and to help us ask the right questions to vendors. Felipe shared that our data system needs to be able to export and import data in several ways. Also, cyber security will be a huge selling point for HUF as well. HUF is also considering building a database from scratch, it would be with the same vendor/creator of SAMIS system. This would be with a Florida vendor. The initial cost is about \$150k which would include a system administrator. Year two the cost would decrease to \$110k, these are estimates. We have grants out there for the system and there are several funders interested in assisting us in the future.

Felipe shared we need this system because funding now is extremely competitive. When we submit applications with reliable data give us an edge. Board members and community at large want to know if our clients are better off by participating in our programs. The database will let us know what needs to be adjusted in our programs and if clients are not meeting the goals and outcomes. This will make us extremely efficient. This would help eliminate other expenses too. We want a data management system not just a database.



Dan Schevis asked about our hardware and if it would support this new system? Felipe said yes, with our new IT tech plan and due to pandemic, our hardware has been updated and improved. We may have to fill in some gaps, but he does not believe would be anything major.

3. English Instruction – Partnership with Broward College
This is also part of our strategic plan; we have gaps in our services and language was one identified. ESOL classes have been closed since mid-March, nor have they been relaunched. With our research last year (Annie E. Casey and Harris Levine), we found out that people do not want to attend traditional language classes. We have developed a new curriculum with BC that fast tracks individuals into viable employment positions. We are calling this “The Learning Cafe”. The existing system in place does not provide the resources that our clients need and want, we need more wrap around services with the main goal being financial stable.
4. Wellness and Mental Health – Exploratory Research Project
This may require a strategic decision by senior management and board in the future. HUF’s 2Gen approach requires a strong wellness and mental health component.

As requested by staff, board members and other stakeholders HUF will conduct an exploratory research project to assess community/client needs and system of care gaps and determine what role HUF should play in this field in the near future – become a direct service provider or partner with other organizations to meet the needs of our clients (the latter is the current model)

Dan Schevis asked that Felipe contact Sylvia Beebe at CSC in regards of a mental health research project.

Steve Sampier shared that 5 years ago working on the strategic plan, it was discovered that mental health at times is the barrier for the other necessities of clients to succeed.

We are also going to work with a consulting firm.

5. Existing Programs.
 - a. Unity 4Teens: We just negotiated two contracts (U4T) with CSC for \$2.4 million under cost reimbursement. We may only collect \$1.9 million because of cost reimbursement due to Covid-19. Since our programs are now online it is complicated. We predict our enrollment will be 74%. Attendance will be hit and may only be 50%. Middle schools started this week. High schools will begin September 8th. We are currently recruiting for our two new schools.
 - b. Unity 4Kids: Our preschool center is still closed just as Broward County Public Schools. We are looking for a positivity rate of 5% or less for 2 weeks before we open. Most kids (who were enrolled) are not going to preschool and staying home and not using their VPK certificate elsewhere. If we open in October scenario, we will be \$60k under for 2020. If we do not open, we will be \$43k under. The salaries are our biggest expense for U4K, paid by the PPP loan that ends in October. If we open only with 8 children, we would still have to hire teachers. And if we don’t open, we will need to lay off/furlough



two teachers by October 19th. This will be a topic to be discussed at the finance committee in three weeks.

6. Family Voices

In 2019, with Harris Levine we collected research of our clients and have been discussing what needs our clients have and how to have better engagement. How we can improve our engagement across programs and for a long term? How can we build community – virtually – and keep clients still engaged? Front line staff members and clients will be interviewed to collect ideas and feedback.

Steve Sampier asked committee to do their own research and to find out what the private sector is doing online after school, tutoring, camps, etc. HUF may need to increase our skill base/the right product in an online setting facilitation.

7. Next Meeting: TDB



**Governance Committee Meeting Minutes
September 4, 2020**

Present on Zoom:

Steve Sampier, Angie Stone, Christina Paradowski, Tony Abbate, Lucia Rodriguez, Josie Bacallao and Felina Rosales-Furer

Excused:

Maria Elena Ferrer, Melida Akiti, Barbara Grevior and Jorge DeApodaca

Next Steps/Action Items:

1. Josie Bacallao and Angie Stone will continue testing board member commitment self-reporting online forms.

Discussions:

1. Approval of June 5, 2020 Minutes
Motion to approve June minutes by Angie Stone. Christina Paradowski provided the second. Motion passed. Change to June 2020 minutes: Under slate of officers, “ask Christina if she would be interested to serve as secretary” make that update. (Completed.)
2. Transfer of Committee Leadership. Steve Sampier shared that Lucia Rodriguez recommended Tony Abbate to take over as the new Chair of Governance Committee. Lucia shared her thanks for Steve’s work on the committee and the board. Lucia thanked Tony for his leadership and willing. Tony thanked Steve for his leadership. Tony shared that he looks forward to working closer with the committee, board and the HUF team.
3. Recruitment
Consideration of Francisco Rivera for Board Membership. Angie Stone and Christina Paradowski interviewed Francisco. Francisco has “IT” expertise. Angie shared that Francisco lives the mission of HUF and is a natural fit. He is very organized and can make time for HUF as he knows in schedules in advance. Christina shared that Francisco has a passion for working with immigrants and when he lived in San Francisco he was involved in an immigrant rights organization. He would be a hands-on board member. He likes to uplift people and to help connect them to resources. Lucia shared she has known Francisco for several years. He has expressed that he wants to give back to the community. Josie shared his is very realistic and able to understand where HUF is with technology and where it wants to go. He has expertise in level digital transformation and strategic technical areas.

Tony Abbate mentioned Francisco has never served on a board and has time constraints so not a negative per say but we will need to work closely with him and support Francisco. He has a lot to contribute to HUF.

Motion

Tony Abbate motioned to recommend Francisco Rivera to HUF’s board of directors. The second was provided by Angie Stone. The motion passed.

4. Board Member Commitment Self-Reporting Demo. Shared by Angie Stone.
Angie’s goal was to find an app that would allow each board member to provide information on their monthly engagement and create reports for them as well as HUF. She was unable to find an app that would do all this. Angie likes the JotForm that Josie shared, but her concern is that it seems every time you need to put in the identifiers. Josie said you only need your name after the first time and then it will be able to compile the info into excel type sheets. Josie says we could create individual data tables per board member, on Air Table, which is not free, but we could merge the data. Angie recommends that we need to create an excel form and each board member would have their own unique page. She would like



a “one stop” easy view to see where a board member stands. This would then feed into another dashboard with everyone’s data (which would be accessible only to HUF staff and HUF Chair and Governance Chair). Tony asked if this would be a one source data sheet? He suggested having a live link to “values”, “committee list”, etc. (Yes, we can provide links to the HUF portal where those documents can be accessed.)

Angie suggests each board member has their own link, it would always be current, dashboard for reporting, best way to link, POE’s introductions, this could drive portal usage, start sending links that are on portal, etc.

Josie shared a big goal for these changes is to increase – and document - board engagement. How do we get current and fresh information for the HUF board members without staffer involvement? And, early on, the committee agreed that creating an engagement process would be led by volunteers, not staff. The need for the latter has only increased since Covid-19 since staff capacity is currently not available. Josie and Angie will test how easy this is to use and where to place. It may end up on Google Docs.

5. New Board Member Orientation

Maritza Alvarez and Jorge DeApodaca our goal is to schedule Meeting #1 in next couple of weeks. Ideally, we can bring Francisco Rivera into the orientation and do it for all three at the same time.

6. Other Business/Updates if Available

Angie Stone shared there is an app that helps connect board members, Run the World. There is a free version available.

7. Next meeting more discussion on Slate of Officers, Steve will continue to work on this and assist Tony and Josie.

Next Meeting:
Friday, October 2, 2020 @9am



9/11/20

HUF Public Policy and Advocacy Committee Summer 2020 Update

As Florida saw an unprecedented number of Covid-19 cases, HUF has continued to support our clients, providing them with the assistance and benefits they need to outlast the pandemic, both health wise and economically.

In particular, African Americans, Hispanic Americans and immigrants overall are bearing the brunt of the pandemic-induced economic fallout. These families have sustained our economy as front-line workers, have died at greater rates than other groups, and have suffered the most financially. They were already far from economic sustainability with little resilience prior to the pandemic. Immigrants have an additional challenge, many are forced to continue to live in the shadows and in fear due to their immigration status.

HUF's public policy and advocacy efforts have mirrored the needs our clients are currently facing. We continue to advocate for immigrants at all levels of government by engaging and informing elected officials on both sides of the aisle on the issues currently afflicting our community. All the while, we purposely are taking the time to learn the strategies on how to best perform this work.

Support During the Pandemic

The issue that we have been most engaged in this summer is one that is affecting many families in our community: **the exclusion of mixed-status families from the federal aid packages**. We have been advocating for the HEROES Act together with our partners from various coalitions and that some of you have graciously reached out to Members of Congress about.

We've been on two calls with Senator Rubio's office, sent multiple letters to both Florida Senators, key Senate and House leaders, signed national letters of appeal and had others call and reach out to legislator's offices.

As the U.S. Senate returns to session this week, we will continue this fight to help millions of immigrant families in Florida along with their U.S. born children, survive and advocate for an equal response to the pandemic.



Other Efforts: Voter Registration/GOTV & Looking Ahead to 2021

As we enter the Fall, we continue educating our community on the importance of civic engagement in the November elections. We also are **preparing for the 2021 Florida Legislative session** that will take place against a radically different backdrop than perhaps any other year. And, we are working with external consultant to re-invigorate the HUF-led **Children of Immigrant Families Coalition** and will be working to advance HUF's public policy and advocacy capacity.

Below are the specific policy activities we have been involved with during the past two months:

- **Addressing the needs of the most vulnerable members of the community during the pandemic:**
 - As member of the **Florida-Protecting Immigrant Families Coalition (FLPIF)**, HUF sent a letter to Senator Rubio advocating for the HEROES Act overall.
 - This letter was forwarded to the Broward state delegation and Broward County commissioners highlighting the importance of local governments being supported by Federal aid to help all of their residents, regardless of immigration status.
 - Josie Bacallao participated in a meeting between coalition (FLPIF) partners and Senator Marco Rubio's staff to discuss HEROES Act support for ITIN holders/mixed status families.
 - Sent letter to Senator Rick Scott regarding Rubio/Tullis bill S4071 addressing mixed status families and possibility to include them in next relief package based on Sen. Scott's comments indicating he is open to discussion.
 - HUF participated in a follow up meeting with Senator Rubio's staff to address mixed-status families again. We shared a client story where a HUF family has been directly impacted by being left out of Federal aid.
 - HUF named as a contributor in an op-ed published in the [Miami Herald](#) calling for relief for immigrant groups authored by the Florida-Protecting Immigrant Families coalition.
 - HUF's Board of Directors and members of its Children of Immigrant Families Coalition called upon to advocate for mixed-status families with Senator Marco Rubio and House Speaker Nancy Pelosi.
 - Josie Bacallao met with Sen. Marco Rubio's staff to address housing counseling and small business aid along with the Allapattah Collaborative organization as part of *Summer in the States* initiative by the National Association for Latino Community Asset Builders (NALCAB).
 - Signed on to letter sent to Governor DeSantis UnidosUS Florida addressing the safe reopening of Florida schools.



- **Coalition building and other activities:**

- DACA Supreme Court Decision
 - HUF’s Board of Directors released a statement supporting the decision and how it continues to support Dreamers.
 - HUF forwarded our position to all members of the South Florida Congressional delegation and appealed for them to take legislative action.
- HUF submitted a public comment to the US Executive Office of Immigration Review where we expressed our opposition to the proposed rule changes to the asylum process.
- HUF has joined the following coalitions to advance its advocacy priorities by working together or supporting their causes:
 - **Florida-Protecting Immigrant Families Coalition** – New 5-member coalition
 - **Voices for Health Kids** – American Heart Association – receiving technical assistance on coalition building through this group (HUF is grantee)
 - **Children Thrive Action Network (CTAN)** new national network focused on issues which impact children in mixed status families
 - **Florida Voices for Health** -focused on Medicaid expansion in Florida as well as other health reforms

- **Infrastructure Building**

- HUF has been participating in webinars facilitated as part of the Voices of Healthy Kids grant as well as, receiving technical assistance and consulting in a variety of topics. The Policy Fellow along with the CEO and in the future, some of our coalition members will all benefit from tapping into assistance in the following areas to help us advance our policy work:
 - Working with the media
 - Coalition building (receiving one-on-one coaching)
 - Messaging (will soon hire a consultant to assist us with this)
 - Strategy and tactics
 - Relationship Mapping (in order to tap channels of influence/power)