



AGENDA

Meeting #9

Tuesday, November 9, 2021

Join Zoom Meeting

<https://zoom.us/j/93276717866?pwd=RW9HM3JY3daMHNI0GkxL1RkdFZXZz09>

Meeting ID: 932 7671 7866

Passcode: 157631

Tuesday, November 9, 2021 - 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
Tuesday, November 9, 2021

Join Zoom Meeting

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Meeting ID: 932 7671 7866

Passcode: 157631

We will start the meeting promptly at 4pm

- | | | | | |
|-----|---------|---|---|---|
| 1. | 4:00pm | Call to Order/ Roll Call | John Guerrero & Felina Furer | |
| 2. | 4:05 | Chair Welcome | John Guerrero | |
| 3. | 4:10 | Mission & Updates <ul style="list-style-type: none">• Mission Moment• Unity 4Kids Holiday Gifts | Felipe Pinzon and Shani Wilson | Information <i>Sent separately</i> |
| 4. | 4:20 | Governance Committee <ul style="list-style-type: none">• 2022 HUF Officer Slate• 2022 Board of Directors Meeting schedule <i>Separately</i> | Anthony Abbate and John Guerrero | Action <i>pg. 1</i>
Information <i>pg. 2 / Sent</i> |
| 5. | 4:35 | Finance Committee <ul style="list-style-type: none">• 2020 IRS 990• Executive Services Corps Annual Agreement• Temporary Employee COVID-19 Supplemental Program (TECSP) Policy | Lisette Rodriguez, Virginia Cielo and Leessa Derrick | Action <i>Sent Separately</i>
Action <i>pg. 3-8</i>
Action <i>pg. 9-11</i> |
| 6. | 5:15 | Public Policy & Advocacy <ul style="list-style-type: none">• Broward Days – January 18-19, 2022 | Carolina Cardozo & Andres Connell | Information |
| 7. | 5:20 | Board Social, January 13, 2021 | Shani Wilson | Information |
| 8. | 5:25 | End of Year Campaign <ul style="list-style-type: none">• Board Member Toolkit | Shani Wilson | Information |
| 9. | 5:30 | Consent Agenda | John Guerrero | Action
<i>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> <ul style="list-style-type: none"><i>i. Board Minutes October 2021</i> <i>pg. 12-13</i><i>ii. Finance Committee Minutes October 2021</i> <i>pg. 14-16</i><i>iii. August 2021 Financials, TJMF Update</i> <i>pg. 17-25</i><i>iv. Marketing Committee Minutes, October 2021</i> <i>pg. 26</i><i>v. Governance Committee Minutes, October 2021</i> <i>pg. 27-28</i><i>vi. Public Policy and Advocacy Report, October 2021</i> <i>pg. 29</i> |
| 10. | 5:35 | Executive Session <ul style="list-style-type: none">• President and CEO Employment Agreement | John Guerrero | Action |
| 11. | 5:50 pm | Adjourn | | |

21 Active Board members / 11 required for quorum and vote

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

Board Member	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct. 2021		
ABBATE, Anthony (Tony)	P	P	A	P	P	P	P	P	No Board Meeting	No Board Meeting	P	P		
ALVAREZ, Maritza	P	P	P	A	P	P	P	P			P	P		
ARGUELLO, Ana						P	P	P					P	E
BARNARD, Maria														P
BELLO, Eduardo	P	P	P	A	P	P	P	P					P	P
CARDOZO, Carolina	P	P	P	P	P	P	P	P					P	P
CUSHING, Giselle	P	E	P	E	P	P	A	P					P	P
DEAPODACA, Jorge	P	P	P	P	P	P	P	P					P	A
FRANCO, Lesli	E	P	A	P	P	P	P	E					P	P
GUERRERO, John	P	P	P	P	P	P	P	P					E	P
HERZ, Dan	P	P	P	P	P	P	P	E					P	P
KARLEN, Scott	A	P	P	P	E	P	P	E					A	A
NASSE, Jeffrey													P	P
PARADOWSKI, Christina	P	P	P	P	P	P	P	E					P	P
PENA, Deborah	P	P	A	P	P	A	E	P					E	E
RIVERA, Francisco	P	P	P	P	P	P	P	P					P	P
RODRIGUEZ, Lisette													P	P
RODRIGUEZ, Lucia	P	P	P	P	P	E	P	P					P	E
SAMPIER, Steve	P	P	P	P	P	P	P	P					P	P
SCHEVIS, Daniel	P	P	P	P	P	P	P	P					P	P
STONE, Angie	P	P	P	P	P	P	P	P			P	P		
Total Board Members	20	20	18	18	18	19	19	18			20	21		
Present: P / T= Telephone	18	19	15	15	17	17	17	14			17	16		
Excused: E	1	1	0	1	1	1	1	4			2	3		
Absent: A	1	0	3	2	0	1	1	0			1	2		
Board Members Present at the Meeting	90% Zoom	95% Zoom	83% Zoom	83% Zoom	94% Zoom	90% Zoom	90% Zoom	78% Zoom			85% Zoom	76% Zoom		

**HISPANIC UNITY
SLATE OF OFFICERS
2022**

DRAFT

CHAIR Christina Paradowski
CHAIR-ELECT.....Antony Abbate
SECRETARY.....Carolina Cardozo
TREASURER.....Lisette Rodriguez (Voted in Sept. 2021)
PAST CHAIR.....John Guerrero

Hispanic Unity of Florida
2022 Board Meeting Dates

The Hispanic Unity of Florida Board of Directors meets 10 times per year: 9 months during the year *mostly* on the 2nd or 3rd Tuesday of the month and one on a Saturday for planning. Meetings are from 4:00pm – 6:00pm. For the foreseeable future, all meetings will take place via Zoom.

There are no meetings in July and August. Board Meeting plus social in December.

Following are the 2022 meeting dates:

January 25	4 th Tuesday ZOOM MEETING
February 15	3 rd Tuesday *2022 HUF Budget ZOOM MEETING
March 8	2 nd Tuesday ZOOM MEETING
April 26	4 th Tuesday *2021 Financial Audit ZOOM MEETING
May 14 – 9.00am-1:30pm (Saturday)	2 nd Saturday TBD
June 14	2 nd Tuesday ZOOM MEETING
<i>July</i> NO BOARD MEETING	
<i>August</i> NO BOARD MEETING	
September 13	2 nd Tuesday ZOOM MEETING
October 11	2 nd Tuesday ZOOM MEETING
November 15	3 rd Tuesday ZOOM MEETING
December 6	4:00-5:00 pm Meeting and 5:30-7:00pm Social 1 st Tuesday – Board Meeting & Social ZOOM MEETING

Employment and Human Resources Services Agreement

This Employment and Human Resources Services Agreement (“Agreement”) is made as of the last date appearing on the signature page (the “Effective Date”) by and between **National Executive Service Corps of South Florida, Inc., DBA Executive Service Corps- South Florida** (“ESC-SoFL”, “we”, or “us”), a 501 (c)3 nonprofit corporation, located at 2234 N. Federal Hwy, #1401, Boca Raton, FL 33431 and **Hispanic Unity of Florida, Inc.**, (“HUF”, “you”, or “your”) a non-profit corporation with headquarters at 5840 Johnson Street, Hollywood, Florida. 33021.

Scope of Work

ESC-SoFL, will provide the following services listed below (“Services”) to **HUF** for each position that ESC-SoFL is instructed in writing to fill by HUF. ESC-SoFL will

- review and edit job descriptions for HUF positions they are asked to recruit, ensuring that the job descriptions are attractive to potential candidates. These position descriptions will contain statements about HUF’s organization and its values. They will also identify the key competencies essential to the positions, which we will be finalized with input from HUF staff;
- post positions on a variety of sources including, but is not limited to, Indeed, ZipRecruiter, LinkedIn, social media, placement offices at local universities, and our contacts in the South Florida nonprofit community, among others. ESC-SoFL is an Affirmative Action/Equal Opportunity employer, and in recognition that HUF is also an AA/EOE employer, all postings will include the AA/EEO tagline: *“ Diversity and Inclusion are a part of HUF’s heritage. We are a recognized employer valuing AA/EEO, Protected Veterans, and Individuals with Disabilities”*;
- incorporate aptitude tests and assessments as part of the application process (if applicable);
- review all submitted resumes, cover letters, and assessment scores (if applicable);
- develop and implement prescreening questions designed to evoke responses that shed light on candidates’ professional work standards and traits;
- conduct one-on-one interviews via video-conferencing with high-potential candidates we identify based on their resumes, cover letters, assessment scores, and relevant work experience;
- immediately refer screened and qualified candidates to HUF staff for additional interviews;
- obtain and review candidates’ HUF Employment Applications as part of a prescreening process for all candidates we conduct initial interviews with. We will forward completed Employment Applications as part of our referrals when recommending candidates for your consideration;
- check professional and personal references, as well as obtain and verify credentials for candidates;
- conduct background checks on candidates at the level specified on the job description provided by HUF;
- oversee communications between HUF and applicants to ensure highly qualified candidates receive regular “touches” throughout the process, minimizing attrition due to unanticipated delays in the hiring process; and
- coordinate the scheduling of interviews between HUF staff and candidates, as needed.

Fees

Fees for the aforementioned services will be structured as follow:

Executive-level recruitments for positions with salaries greater than \$65,000/year	10%
Management-level recruitments for positions with salaries between \$40,000 and \$64,999/year	7.5%
Frontline-level recruitments for positions with salaries less than \$40,000/year *	5%
Multiple-hire/position discount for frontline-level positions where multiple people are hired for the same position(s)	3.5%

HUF will guarantee a minimum of \$20,000 in contracted services per year for the term of this Agreement, and ESC-SoFL will invoice HUF quarterly. Each position recruitment and search will be credited toward the annual minimum guaranteed amount. Any fees for search and recruitment services provided in excess of the \$20,000 minimum will receive an additional 5% discount, applied as a credit in the following quarter.

A list of HUF staff who are authorized to request the above Services will be provided to ESC-SoFL. A Recruitment/Search Request Form (Attachment A) will be completed by HUF staff who are authorized to request search/recruitment projects for each position search ESC-SoFL is asked to perform. ESC-SoFL will invoice HUF separately for each search/recruitment project. All items on the invoice will conform to fee items listed in this Agreement and will reflect the position title and the name and title of the HUF authorized representative ordering Services. Invoices will be emailed to: HUF, Accounts Payable at ssingh@hispanicunity.org or any other contact designated by HUF.

Associated Expenses:

ESC-SoFL will pass along position advertising fees to HUF at cost for postings on Indeed, ZipRecruiter, LinkedIn, and/or other advertising media. After ESC-SoFL receives a Recruitment/Search Request Form (Attachment A) from HUF, ESC-SoFL will recommend an appropriate budget for the recruitment/search, and a mutually agreed amount will be set and entered onto aforesaid Form. ESC-SoFL will bill HUF for out-of-pocket expenses related to each recruitment/search, like photocopying, printing, or travel-related expenses at cost, including fees for any background checks requested (to be performed by a 3rd party vendor). No reimbursable expenses will be incurred without prior authorization by HUF in writing. All reimbursable expenses will be billed monthly and will not be credited toward the \$20,000 annual guarantee.

Replacement Guarantee:

In the event the employment of a candidate referred to HUF under this Agreement lasts less than 60 calendar days, and provided that all fees and expenses relating to such referral have been paid and further provided that the employee did not leave due to a negligent or otherwise harmful act committed by one of HUF's employees, ESC-SoFL will use its reasonable best efforts to refer a replacement candidate for the same position at no additional charge to HUF. These efforts will include immediately reaching out to the other highly-qualified candidates that were already vetted and referred by ESC-SoFL to HUF for the same position, as well as candidates who may have previously applied for similar positions through search/recruitment campaigns conducted by ESC-SoFL. If a suitable candidate isn't available or cannot be identified as described above, ESC-SoFL will re-open the search/recruitment at no additional charge to HUF, except for reimbursable advertising expenses,

for an additional 30 days in an effort to fill the vacated position. ESC-SoFL's obligation under this Agreement is limited to attempting to find a replacement candidate. HUF agrees it will not be entitled to a refund, in whole or in part, if HUF hires a replacement from another source, or if HUF is no longer actively seeking to fill the position. Any fees paid for a candidate shall count towards monthly guarantee regardless of candidate's tenure with HUF, including any candidate subject to replacement guarantee.

No-Hire Agreement

ESC-SoFL agrees that, during the term of this Agreement and for one year following its termination, it will not recruit or solicit any employee of HUF to fill a position for another client of ESC-SoFL. Likewise, HUF agrees that during the term of this Agreement and for one year following its termination, it will not recruit or solicit any employee of ESC-SoFL to fill a position at HUF.

Other Terms and Conditions:

All records of the search process will be kept by ESC-SoFL for a period of three years, from the last search action. This includes, without limitation, copies of all advertisements, materials received from applicants, reference letters, ranking grids, and notes from any committee deliberation, individual committee member notes, interview notes (including telephone interviews), and applicant references as obtained or generated by ESC-SoFL. ESC-SoFL will provide HUF with access to these records in the event of litigation, audit, or other legal challenge to the search process.

ESC-SoFL acknowledges that services rendered under this Agreement shall be solely as an independent contractor and acknowledges that this undertaking is not a joint venture. None of ESC-SoFL's consultants, employees, officers, or directors will be considered an employee of HUF for any purposes. As such, HUF shall not have control over the means and methods by which ESC-SoFL performs its Services. Neither the execution and delivery of this Agreement nor the performance of the Services shall for any purpose whatsoever or in any way or manner create an employer-employee relationship. ESC-SoFL holds itself out to the public to be a separate business entity than HUF and as such is responsible for payment of its own taxes, fees, licenses, insurances, and other standard business expenses.

Any pre-existing Agreements for services provided by ESC-SoFL to HUF will remain in force and considered separate and apart from this Agreement but this Agreement shall apply to all position requests that are requested to be filled by HUF after the Effective Date of this Agreement.

ESC-SoFL will provide HUF a signed W-9 tax form before the first working day of this Agreement and will advise HUF, in writing, of changes in its name, address and/or telephone number.

ESC-SoFL will provide HUF with certificates of insurance for general and professional liability naming Hispanic Unity of Florida Inc. as Additional Insured with waiver of subrogation prior to any work commencing under any contract subject to these requirements. All certificates of insurance will provide for a minimum of 30 days' notice to HUF prior to cancellation of, non-renewal of, or a change in policy terms and/or conditions. ESC-SoFL shall ensure that new certificates of insurance will be automatically sent upon expiration of any coverage period. ESC-SoFL shall maintain \$2,000,000 of General Aggregate coverage, \$1,000,000 per occurrence, and \$1,000,000 in Professional Liability coverage. ESC-SoFL shall maintain coverage, at its sole cost and expense, at all times during the Term of this Agreement and for a period of three years thereafter.

ESC-SoFL agrees that it will not divulge to third parties, without written consent from HUF, any confidential information obtained from or through HUF in connection with the performance of the Services. The release of such confidential or specific information to the public or any public agency by HUF or its affiliates will be deemed to be equivalent to written consent.

ESC-SoFL will not use HUF's name or logos or any variation thereof for advertising or publicity purposes without obtaining HUF's prior written consent. Such permission, if granted, is limited to the use of its name, and will not extend to releasing information about the scope of the assignment or findings and recommendations unless specifically approved in writing.

Term & Termination

The term of this Agreement will be for a period of one (1) year from the Effective Date and shall automatically renew for additional twelve (12) month periods (each a "Renewal Period") unless terminated by either party giving the other party not less than ninety (90) calendar day advanced written notice prior to a Renewal Period. Upon termination by either HUF or ESC-SoFL, the parties agree that HUF's financial obligation shall be limited to all fees invoiced and all reimbursable expenses incurred through the date of termination. On the termination of this Agreement for any reason, all candidates referred to HUF under this Agreement will remain employees of HUF as the initial employer.

Indemnification

ESC-SoFL agrees that HUF will not be liable for damages or losses of any kind arising from or arising as a result of the Services provided under the terms of this Agreement and ESC-SoFL agrees to indemnify and hold HUF, and its elected and appointed officers, directors, and employees harmless from any claims made against HUF by ESC-SoFL or third parties as a result of those Services unless such damages were caused by HUF's recklessness or gross negligence. ESC-SoFL is currently in compliance with all Workers' Compensation regulations of the State of Florida and represents that it will continue to maintain such compliance.

HUF agrees that ESC-SoFL will not be liable for damages or losses of any kind arising from or arising as a result of the Services provided under the terms of this Agreement and HUF agrees to indemnify and hold ESC-SoFL, and its elected and appointed officers, directors, and employees harmless from any claims made against ESC-SoFL by HUF or third parties as a result of those Services unless such damages were caused by ESC-SoFL's recklessness or gross negligence. HUF is currently in compliance with all Workers' Compensation regulations of the State of Florida and represents that it will continue to maintain such compliance.

ESC-SoFL uses its reasonable best efforts in identifying, interviewing, screening, qualifying, and conducting background checks on candidates to fill the positions designated by HUF. Unfortunately, ESC-SoFL does not and cannot vouch for any of these candidates and can only use its reasonable best efforts in providing the Services set forth in this Agreement to present viable candidates to HUF so that HUF can review the information, conduct interviews of the candidates, and make the final hiring decision. As a result, HUF agrees that ESC-SoFL will not be liable for damages or losses of any kind arising from or arising as a result of the Services provided under the terms of this Agreement and HUF agrees to indemnify and hold ESC-SoFL, and its elected and appointed officers, directors, and employees harmless from any claims made against ESC-SoFL by HUF or third parties as a result of those Services unless such Services were rendered by ESC-SoFL in a reckless or grossly negligent manner.

The party seeking indemnification hereunder shall promptly notify the indemnifying party in writing of any Action and cooperate with the indemnifying party at the indemnifying party's sole cost and expense. The indemnifying party shall immediately take control of the defense and investigation of such Action and shall employ counsel of its choice to handle and defend the same, at the indemnifying party's sole cost and expense. The indemnifying party shall not settle any Action in a manner that adversely affects the rights of the indemnified party without the indemnified party's prior written

consent, which shall not be unreasonably withheld or delayed. The indemnified party's failure to perform any obligations under this section shall not relieve the indemnifying party of its obligations under this section except to the extent that the indemnifying party can demonstrate that it has been materially prejudiced as a result of such failure. The indemnified party may participate in and observe the proceedings at its own cost and expense.

Assignment

This Agreement is not assignable or transferrable by ESC-SoFL without HUF's written approval.

Compliance with Applicable Laws

ESC-SoFL and HUF warrant and represent that they will comply with all federal, state, and local laws applicable to the terms of this Agreement and their obligations thereunder.

Jurisdiction

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State and/or federal courts located in Broward County, Florida and nowhere else. ESC-SoFL and HUF irrevocably waive any objection to, and any right of immunity on the grounds of, improper venue, the convenience of the chosen forum, the personal jurisdiction of such courts or the execution of judgments resulting there from. The parties agree that in the event of any litigation that the successful party shall be entitled to an award by the court of reasonable attorney's fees and costs. ESC-SoFL and HUF waive their rights to a trial by jury.

OTHER PROVISIONS:

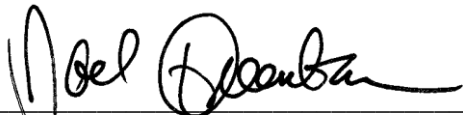
This Agreement sets forth the entire agreement and understanding between the parties with respect to the subject matter hereof, and none of the terms of this Agreement may be amended or modified except by a written instrument signed by both parties.

Either party may waive any rights under this Agreement only by written waiver duly signed by such party, and no failure to exercise or delay in exercising a right under this Agreement shall constitute a waiver of such right.

All notices under this Agreement must be in writing and shall be deemed to have been delivered to and received by a party, and will otherwise become effective, on the date of actual delivery thereof (by personal delivery, express delivery service or certified mail) to the Notice Address of such party set forth below.

ESC-SoFL and HUF each represent and warrant that they the right and authority to enter into this Agreement and to perform their respective obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and delivered by their duly authorized representatives as of the date of this Agreement.



Joel Greenbaum, President & CEO
National Executive Service Corps of South Florida, Inc.
DBA Executive Service Corps- South Florida

10/08/2021

Dated

Josie Bacallao, CEO/President
Hispanic Unity of Florida, Inc.

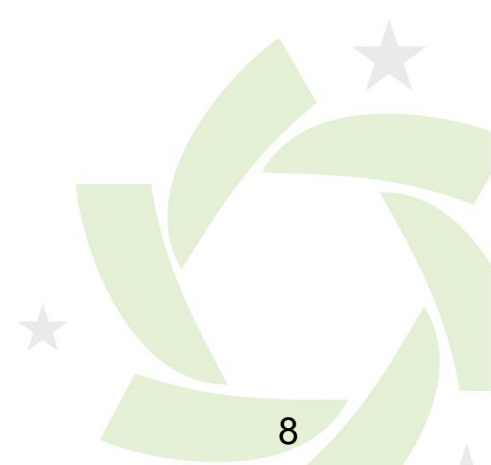
Dated

954-406-8549
info@esc-sofl.org
esc-sofl.org

Mailing Address

2234 N. Federal Hwy, Ste 1401
Boca Raton, FL 33316

EXECUTIVE SERVICE CORPS
SOUTH FLORIDA





Hispanic Unity of Florida, Inc. COVID-19 Policy & Procedures

Policy CV205

Subject: Temporary Employee COVID-19 Supplemental Program (TECSP)
Department: Executive
Date: November 15, 2021

In August, HUF implemented a Voluntary Vaccine Policy and strongly encouraged all employees to get fully vaccinated for COVID-19 by September 30th to coincide with the ending of the FFCRA program.

The purpose of this CV205 policy is to implement a temporary program addressing the impact to vaccinated employees and/or employees with an approved medical or religious vaccine exemption accommodation and operations arising from the COVID-19 pandemic and provide eligible employees with some financial relief when faced with being unable to perform work duties, in person or remotely, due to a COVID-19 diagnosis with symptoms. A small fund has been established by the Board of Directors to aid vaccinated & exemption-approved employees, who may not have enough remaining Paid Time Off (PTO), to receive a payment, equal to forty (40) hours regular pay, while on temporary unpaid leave.

HUF supports efforts to ensure a healthy and safe workplace for all employees. This program is established to ensure that vaccinated & exemption-approved employees are able to address healthcare concerns related to the COVID-19 pandemic with limited or no loss of income and provide managers with appropriate options to address workforce needs during the applicable program term.

The provisions of this program are effective November 15, 2021. Provisions of this program supersede provisions of the April 1, 2020 HUF CV204 Policy implementing mandatory Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave, which ended on December 31, 2020.

This program is temporary and will end on May 15, 2022 or when funds have been expended by employee claims. HUF may terminate or extend this program at its sole discretion based on the availability of designated funds or legislative regulation updates affecting COVID-19 relief for employers.

The TECSP program shall operate in coordination with existing HUF leave policies and benefits, teleworking policies, and legal requirements as appropriate. Use of approved TECSP special sick leave benefits will not be considered in assessing compliance with attendance standards. Furthermore, HUF will treat TECSP special sick leave benefits leave in the same manner it treats Family Medical Leave Act (FMLA).

The special sick leave benefits established by the TECSP program shall run concurrent to any paid benefit programs mandated by the federal or state government specifically in response to the COVID-19 pandemic and containment efforts to the extent allowable.

To be able to claim TECSP, the employee must have submitted proof of COVID-19 vaccination or an approved medical or religious vaccine exemption accommodation, been in HUF's employ on

November 15, 2021 for at least thirty (30) days as a fulltime employee and must have suffered, or will suffer, a loss of income as a result of a positive COVID-19 diagnosis with symptoms affecting their ability to work or telework. The TECSP is not available to part-time, seasonal, or BCPS-based personnel.

Employees are encouraged to take actions in the best interest of their own health, the health of their co-workers, and the general public. Each department and manager are responsible for maintaining safe and healthy working conditions and ensuring that this policy is fairly and consistently followed. The TECSP policy shall be administered in accordance with HUF policies addressing a workplace free from harassment, discrimination, and retaliation.

Eligibility Requirements

An employee is eligible for special sick leave benefits under this TECSP program to the extent the employee has submitted COVID-19 positive results to the Director of Resiliency and is unable to work or telework due to a need for leave because:

- The employee is subject to a Federal, State, or local agency isolation or self-quarantine order related to COVID-19.
- The employee has been advised, in writing, by a healthcare provider to isolate and self-quarantine due to concerns related to COVID-19.
- The employee has submitted proof of full COVID-19 vaccination or an approved medical or religious exemption accommodation to the Director of Resiliency.
- The employee has already used 40 or more hours of their available PTO for leave from work due to a current COVID-19 diagnosis with symptoms making them unable to work or telework.
- HUF is open for business and has work scheduled for the employee during the TECSP special sick leave time request.
- The employee has not been separated from work, laid off or furloughed at the time the need for leave exists.
- Fraudulent use of TECSP will result in disciplinary action, up to and including termination.
- The employee will be paid at the employee's average regular rate of pay for hours of special sick leave under the TECSP. Special sick leave benefits must be taken concurrently, in full day increments only, up to a maximum of 40 hours.
- Maximum hours of eligibility for TECSP special sick leave benefits and maximum value of paid TECSP special sick leave time is subject to the following limitations:
 - Up to a maximum of \$511 per day and \$2,555.00, in total, for 40 hours of leave used for employee illness due to COVID-19. Payment is based on the employee's scheduled number of hours and regular rate of pay at the time of request. Overtime premiums are not paid for TECSP special sick leave.

Employees become eligible for leave under this program upon submission of COVID-19 vaccination or an approved medical or religious exemption accommodation and completion of thirty days of

fulltime employment. The TECSP is not available to part-time, seasonal, or BCPS-based personnel.

Procedure for Requesting TECSP

- Employee will contact HUF's Director of Resiliency to request assistance from the TECSP by:
 1. Email: LDerrick@hispanicunity.org
 2. Phone: 754-251-9252
- Employee will submit required documentation as required below.
- Director of Resiliency will review documentation and provide approval to the employee, their supervisor, and payroll department for use of TECSP.
- Employee will take TECSP special sick leave as outlined in the approval notice for up to a maximum of 40 hours.

Required Documentation

An employee is required to submit, to HUF's Director of Resiliency, documentation containing the following information to support the use of TECSP special sick leave requests:

- The employee's name.
- The date(s) for which leave is requested.
- A copy of the employee's COVID-19 positive test result.
- A written statement that the employee is unable to work, including by means of telework, because of a positive COVID-19 diagnosis with symptoms.
- Verification from Payroll that employee has already used 40 hours of PTO during current diagnosis of COVID-19.
- Verification the employee has proof of COVID-19 vaccination or an approved medical or religious exemption accommodation submitted.
- A negative COVID-19 test result submitted two days before return to work date.
- A completed Return to Work Questionnaire form, prior to returning to work or telework.

Confidentiality & Privacy

Except for circumstances in which HUF 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. HUF 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. HUF 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.

Hispanic Unity of Florida
Board of Directors Meeting
MINUTES
Tuesday, October 12, 2021

Call to Order/ Roll Call

Began at 4:00pm.

Chair Welcome to New Board Members

Maria Barnard, JM Family Enterprises, Inc. John introduced Maria Barnard. She is the Director of the Office of the CEO at JM Family Enterprises. Maria shared comments about background and herself.

Mission & Updates

Mission Moment: We shared a video of Giselle Cushing reading to our U4K children. She bought and donated a copy of the book to each of the preschoolers. They fell in love with their Senorita Mariposa book!

Shani Wilson shared with the board that an email will be sent shortly with details on how to sign up for this Adopt-A-Preschooler wish list” items for U4K and their siblings.

Felipe Pinzon shared grant funding received by HUF over the past month: \$592,000 from Broward County Human Services Department; \$500,000 from Miami-Dade to expand immigration/citizenship work; Health Foundation of South Florida (HFSF) approved \$301,000 to support Te Ayudo; Broward College will provide \$275,000 to expand Vocational Training; and The Kresge Foundation approved \$150K for unrestricted use.

Governance Committee--Presented by Anthony Abbate

- **BOD Engagement Link** –Angie Stone confirmed everyone had received the link to update their own engagement history for the past three quarters. She reminded all to make their annual gifts.
- **2022 HUF Officer Slate** (Nominations Only). Anthony shared slate is open for discussion – and any other nominations for officers. A vote will take place at the November meeting. John shared we have a solid succession plan for our board and our committees.
- **Annual Conflict of Interest Document** - Josie Bacallao shared that Felina Furer will again send out the one page that all board members must sign annually. (New board members do not need to submit a second form.)
- **Board of Directors Nominations** (Effective January 2022): Boris Espinoza: Tony Abbate referenced the Boris’ self-nomination and the recap of Tony’s interview with him. Boris is with CITI he was vetted by Governance committee for nomination.

Motion

Steve Sampier motioned to have Boris Espinoza join HUF Board of Directors January 1, 2022. A second was made by Angie Stone. Motion passed.

Finance Committee--Presented by Lisette Rodriguez

Executive Services Corps Annual Agreement. ESC is a non-profit HR firm who has helped with recruitment. We would like to lock in a new agreement for the terms and expand their scope of work. Finance committee has vetted.

The agreement is being voted on by the finance committee. John Guerrero will then ask the board for an electronic vote prior to the November board meeting.

Public Policy & Advocacy—Presented by Carolina Cardozo & Josie Bacallao

2022 Public Policy Agenda for HUF. Health, Immigration, Economic Development and Education are our platform focus areas. We are asking for policy changes in these respective areas of the Florida legislature. Steve Sampier suggested we reach out to the Dept. of Health regarding KidCare as their local champion is planning to retire. (**Update:** HUF followed up with Cindy Arenberg Seltzer, CEO for CSC who assured HUF that CSC will continue to fund the outreach position and also that the position is currently posted.)

Motion

Anthony Abbate motioned to approve 2022 Public Policy Agenda for HUF. A second was made by Carolina Cardoza. Motion passed.

Marketing Committee—Presented by Lesli Franco & Shani Wilson

SAVE THE DATE: January 13, 2022. At JMLexus there will be an evening board social to get to see one another and recognize Josie's retirement and incoming CEO, Felipe. Shani Wilson shared JM Lexus Enterprises will be underwriting the event and thanked John. Also noted this will be the kick-off of the 40th anniversary of HUF.

Consent Agenda—Presented by John Guerrero

Motion

Dan Schevis motioned to accept the consent agenda. A second was made by Lisette Rodriguez. Motion passed.

Adjourn

At 4:48 pm.

Hispanic Unity of Florida
 Finance Committee Meeting Minutes
 October 21, 2021

Attendance:

7 members present –Scott Karlen, Emma Pfister, Chuck Tatelbaum, Alejandro Alvarez Loscher, Arnold Nazur, Myrna Monserrat, and Lissette Rodriguez

2 members excused –Deborah Pena, and Rodney Bacher

9 non-voting members present – Virginia Cielo, John Guerrero, Chuck McGuire, Felipe Pinzon, Felina Rosales-Furer, Andres Connell, Shani Wilson, Christina Paradowski, and Leessa Derrick

1 non-voting members excused – Josie Bacallao

Open Meeting:

Ms. Rodriguez called the meeting to order at 8:30am.

August Financial Statements:

Mr. McGuire said there was an operating year-to-date gain of \$85K. The year-to-date budget was \$121K which represented an unfavorable variance of (\$36K).

Hispanic Unity of Florida, Inc.

Notes to Financials

August 31, 2021

UNR Net Assets

Reconciliation of UNR Net Assets:

1 Gain from Program Operations	463,460	
2 Loss from Support Services	(378,300)	
Increase in UNR Net Assets	\$ 85,160	Operating Gain

The year-to-date projected gain was \$121K with an actual gain of \$85K which was an unfavorable variance of (\$36K).

- 1) Development YTD is ahead of budget by \$99K
- 2) Programs had an unfavorable variance of (\$17K)
- 3) Admin YTD had an unfavorable variance of (\$118K)

Programs:

Program's total contribution-to-date toward administrative and shared fixed costs to the agency totaled \$862K.

Development:

The Development area contributed \$348K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash decreased by (\$725K) resulting from the following activities:

(\$557,001)	Decrease in Net Assets	
81,889	Adjustments to reconcile decrease in net assets	
(475,112)	Net cash consumed by operating activities	
(38,352)	Investing Activities	
(211,709)	Financing Activities	
(\$725,173)	Decrease in Cash	

The August operating unfavorable variance has shrunk by \$33K from June to August and the unfavorable variance of (\$36K) is in line with rejections.

Cash was down by (\$725K) YTD. The (\$475K) listed as Cash Consumed by Operations was mostly due to CSC invoices. Our billing cycle with CSC ends in September and the money that was in August receivables was mostly because of strategic amendments to ensure all costs were reimbursed. The amendments have slowed down the processing of invoicing. Cash was also down due to Financing Activities the majority of which was due to paying down the line of credit (\$200K) YTD.

HUF received Awards from: Unidos for \$40K; Ansin Foundation for \$10K; Kresge for \$10K; Cigna for \$7K; Bank United for \$5K; and Individual Donations for \$5K.

Motion:

Ms. Pfister motioned to approve the August 2021 Financial Statements as presented and a second was made by Mr. Karlen. The motion passed.

Program Update:

Mr. Connell shared that HUF's Citizenship program, having received a grant for \$500K from Miami Dade County will expand into this County at a location in Doral. The office building, New Americans, is owned by the County. UF will not be charged with rent and has projected an occupancy date of February 2022.

The CSC grants have remained reimbursement contracts for 2021-2022. Due to decent enrollment, billings should go up when four planned teachers are hired.

An area of concern has been CWF. The program has been redesigned and the staff has been shifted around to breathe new life into the program. Mr. Pinzon has negotiated adding a new track for helping people during the COVID crisis which should bring up the number of units billed.

Mr. Pinzon also shared his concern with the U4K Program and its future funding. Due to a continued loss expectation, Mr. Connell will present alternatives and recommendations by January 2022 and most likely a new business model.

Development Update:

Ms. Wilson said we have met our unrestricted fundraising goal for 2021 and have secured \$880K in grant funding through September 30th with an additional \$315K to raise to meet the \$1.195M restricted/grant funding goal set out at the beginning of the year.

Through December 31 HUF has secured an additional \$198K for Q4 which reduces the restricted fund raising gap to \$117K.

Executive Service Corp Contract:

Ms. Derrick shared the proposed four year \$80K contract with Executive Service Corps, the staffing agency HUF currently uses, which would move to an annual blanket contract instead of contracting each new hire. Processing new hires individually is a time consuming task for HUF staff.

The annual fee schedule would be a floor of \$20k, and HUF would be charged additional— with discounted fees - if they have additional hiring that exceeds the \$20K based on the agreed upon volume of hires and agreed upon rates. HUF would continue to pay advertising expenses and additional out of pocket expenses that ESC incurs.

Mr. Pinzon assured committee members that HUF has been using this vendor for the last three years and the vendor has provided excellent candidates from which to choose.

Motion:

Mr. Nazur motioned to approve the ESC contract as presented and a second was made by Ms. Pfister. The motion passed.

TECSP Policy updated:

Ms. Derrick updated the Temporary Employee COVID-19 Supplemental Policy which was passed at the March 18, 2021 by the Finance Committee meeting. Changes in the revised policy CV205 included where the funding would come from and who will receive the aid. Funding for employees was initially approved to be allocated from the PPP reserve fund.

Ms. Cielo stated the \$15K funding would instead be allocated temporarily from the TJMF fund. Excess funds were temporarily put into the TJMF fund for three reasons: 1) interest is paid in this account; 2) a projection was made using a worst case scenario for funds needed for cash flow; and 3) is in TR for approved use. The excess funds will be allocated to the Asset Reserve Fund with sub-categories to use, such as Building Maintenance/Improvements; Capital Expenditures (2022); and Employees.

Ms. Derrick said assistance will go to employees who have been vaccinated and those unvaccinated who have religious or medical exemptions. The policy has a commitment date through May 2022. These changes have been vetted through our HR attorney. Up through October 21, 2021, the date of this meeting, there have not been any staffers unable to work due to COVID illness, as they have not been severely ill and have been able to work remotely.

Committee members then wanted to remedy their prior approval stating the use of PPP Funds.

Motion:

Mr. Karlen motioned to approve monies from TJMF be allocated for vaccinated employees and those with legitimate exceptions and a second was made by Ms. Rodriguez. The motion passed.

The meeting adjourned at 9:30am.

The next Finance Committee Meeting will be held on November 18, 2021.

HISPANIC UNITY OF FLORIDA, INC.

FINANCIAL STATEMENTS

**FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2020)**

Reviewed by: C McGuire on 10/6/2021

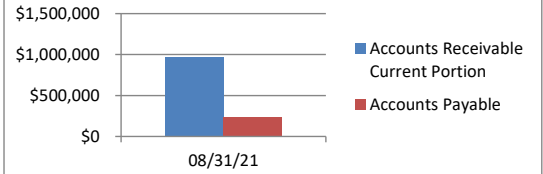
Reviewed by: V Cielo on 10/10/2021

August 31, 2021 Dashboard

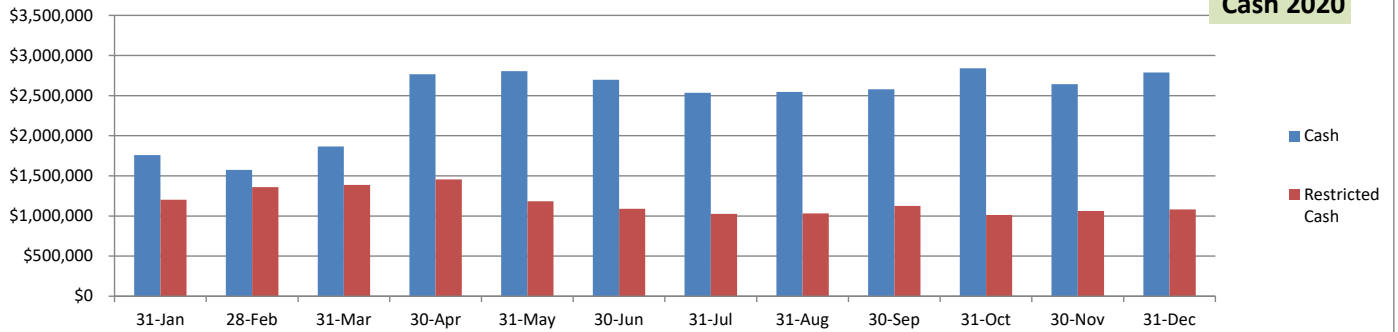
Revenue YTD Compared to Previous YTD

08/31/21			
	Revenue YTD as of 8/31/2021	Revenue YTD as of 8/31/2020	Year Over Year Chng
Unrestricted Revenue	\$4,477,549	\$3,581,753	\$895,796
Restricted Revenue	(\$642,161)	(\$333,817)	(\$308,344)
Total Revenue	\$3,835,388	\$3,247,936	\$587,452

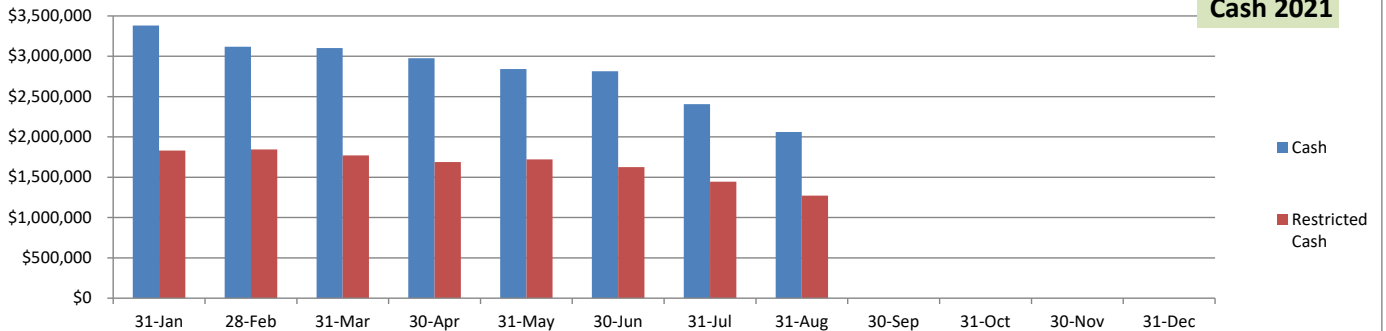
Accounts Receivable Vs Payables August 31, 2021



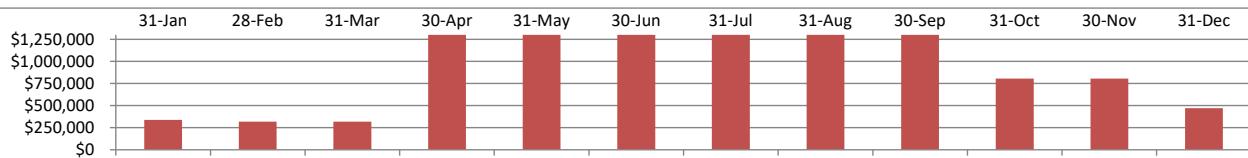
Cash 2020



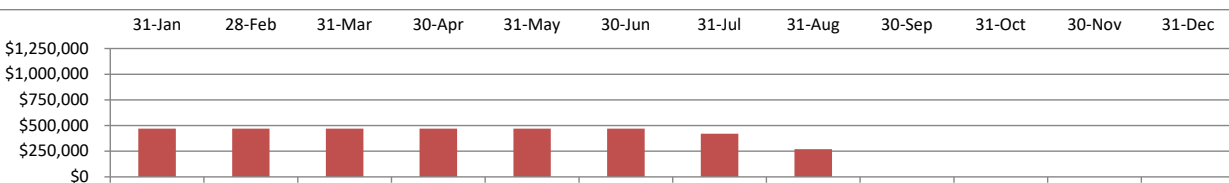
Cash 2021



PPP Loan and Line of Credit Usage 2020



Line of Credit Usage 2021



HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF FINANCIAL POSITION
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021
(WITH COMPARATIVE TOTALS AS OF DECEMBER 31, 2020)

<u>ASSETS</u>	<u>2021</u>	<u>2020</u>	
Current Assets			
Cash	\$ 2,062,066	\$ 2,787,239	Cash Detail pg7; CashFlow pg6
Grants receivable	647,778	324,482	Schedule 1
Unconditional promises to give, net	319,218	634,947	Schedule 1 & 3
Prepaid expenses	<u>53,950</u>	<u>46,921</u>	
Total Current Assets	<u>3,083,012</u>	<u>3,793,589</u>	
Non-Current Assets			
Long term unconditional promises to give	104,966	79,966	Schedule 1 & 3
Property and equipment, net	1,341,399	1,398,046	
Deposits and Other Assets	<u>33,882</u>	<u>34,202</u>	
Total Non-Current Assets	<u>1,480,247</u>	<u>1,512,214</u>	
Total Assets	<u>\$ 4,563,259</u>	<u>\$ 5,305,803</u>	
 <u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	\$ 237,396	\$ 211,227	Schedule 2
Mortgages payable, current portion	17,666	17,667	
Lines of credit	<u>270,065</u>	<u>470,065</u>	
Total Current Liabilities	<u>525,127</u>	<u>698,959</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>764,013</u>	<u>775,727</u>	
Total Non-Current Liabilities	<u>764,013</u>	<u>775,727</u>	
Total Liabilities	<u>1,289,140</u>	<u>1,474,686</u>	
Net Assets			
Without Donor Restrictions	1,835,470	1,750,310	85,160
With Donor Restrictions	<u>1,438,648</u>	<u>2,080,809</u>	<u>(642,161)</u>
			(557,001)
Total Net Assets	<u>3,274,119</u>	<u>3,831,119</u>	
Total Liabilities and Net Assets	<u>\$ 4,563,259</u>	<u>\$ 5,305,805</u>	
Gain from Program Operations	463,460		
Gain from Support Services	(378,300)		
Increase (Decrease)	85,160		

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF ACTIVITIES
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2020)

	2021			2020	
	Without Donor Restrictions	With Donor Restrictions	Permanently Restricted	Total	Total
Revenues and Other Support:					
Contributions	\$ 212,887	\$ 1,273,301	\$ -	\$ 1,486,188	\$ 1,909,844
Special events	19,500	-	-	19,500	51,450
Grants from governmental agencies	2,087,412	-	-	2,087,412	2,412,056
Other grants and fees	117,449	-	-	117,449	1,089,985
Miscellaneous	-	124,840	-	124,840	199,573
Donations, in-kind	-	-	-	-	81,816
Net assets released from restrictions:					
Satisfaction of time restrictions	642,161	(642,161)	-	-	-
Satisfaction of program and purpose restrictions	1,398,141	(1,398,141)	-	-	-
Total Revenues and Other Support	4,477,549	(642,161)	-	3,835,388	5,744,724
Expenses (Functional)					
Program services	3,979,281	-	-	3,979,281	5,101,540
Management and general	393,256	-	-	393,256	504,166
Fundraising	19,852	-	-	19,852	25,451
Total Expenses	4,392,389	-	-	4,392,389	5,631,157
Change in Net Assets	85,160	(642,161)	-	(557,001)	113,567
Net Assets - Beginning of Year	1,750,310	2,080,809	-	3,831,119	3,717,550
Net Assets - End of Year	\$ 1,835,470	\$ 1,438,648	-	\$ 3,274,118	\$ 3,831,117

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF CASH FLOWS
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2020)

	<u>2021</u>	<u>2020</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ (557,001)	\$ 113,567
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	95,318	127,623
Changes in assets and liabilities		
(Increase) decrease in grants receivable	(323,297)	42,101
(Increase) decrease in unconditional promises to give	290,729	811,217
(Increase) decrease in prepaid expenses	(7,029)	19,616
(Increase) decrease in security deposits and other assets	-	478
Increase (decrease) in accounts payable and accrued expenses	<u>26,168</u>	<u>(86,139)</u>
Total adjustments	<u>81,889</u>	<u>914,896</u>
Net Cash Provided by Operating Activities	<u>(475,112)</u>	<u>1,028,463</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(38,352)</u>	<u>(128,065)</u>
Net Cash (Used In) Investing Activities	<u>(38,352)</u>	<u>(128,065)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of LOC	(200,000)	92,345
Borrowing (Repayment) of mortgage	<u>(11,709)</u>	<u>(16,611)</u>
Net Cash Provided by Financing Activities	<u>(211,709)</u>	<u>75,734</u>
Increase (decrease) in Cash	(725,173)	976,132
Cash - Beginning of Year	<u>2,787,239</u>	<u>1,811,107</u>
Cash - End of Year	<u>\$ 2,062,066</u>	<u>\$ 2,787,239</u>

Cash Detail
As of August 31, 2021

Without Donor Restrictions and With Donor Restrictions Cash:

Bank of America	Operating	27,479	
BB&T	Payroll	27,721	
BB&T	Operating	420,287	
Petty Cash	Imprest	800	
Woodforest	PPP	-	
BB&T	Asset Reserve Fund	60,198	
BB&T	Reserve Fund	<u>313,467</u>	849,952 Without Donor Restrictions
BB&T - Money Market	Opportunity Fund	510,088	
BB&T - Money Market	Grantor Funding	<u>702,026</u>	1,212,114 With Donor Restrictions
			<u>\$ 2,062,066</u> TOTAL CASH

Temporarily Restricted Funds Schedule
As of August 31, 2021

Awards Brought Forward to 2021	AREA	CC	December 31, 2020	Increase/ (Decrease)	Additions	Increase/ (Decrease)	August 31, 2021
American Express UW 4-20 to 4-21	Cit	156	50,000	(50,000)			0
BBT 1-1-21 - 12-31-21	Dev	010	25,000	(25,000)			0
Broward College 2021	EP	415	8,000	(8,000)			0
Chan Zuckerberg 1/1/20 - 5/1/21	Dev	010	56,476	(56,476)			0
Citi Entrepreneurship Converted to Emergency 3-1-2020 - 2-28-2021	EF	326	22,682	(22,682)			0
Development 2021 Time Restriction	Dev	010	256,762	(256,762)			0
Florida Blue Foundation 10/2020 - 10/2021	PB	543	85,162	(65,285)			19,878
Frederick Delucca 5-1-20 1 funds are expended	EF	336	28,024	(28,024)			0
Frederick Delucca Original Dates 9-1-2020 to 8-31-21. Started in Jan 2021 thru April 2022	ST	411	158,416	(56,090)			102,326
Herb Block Restricted to 2021	Cit	156	10,000	(10,000)			0
JM Family 2021	Dev	010	35,000	(35,000)			0
JM Family 2022	Dev	010	35,000	-			35,000
Kresge Awarded in Jun 2019 and begins Aug 2020 through Nov 30, 2021	Admin	000		-			0
Kresge 2019 01-01-21 To 12-31-21 A	HS	460	87,814	(63,865)			23,949
Kresge 2019 01-01-21 To 12-31-21 B	MS	167	26,153	(19,020)			7,133
Kresge 2019 01-01-21 To 12-31-21 C	FS	670	19,731	(14,350)			5,381
Kresge 2019 01-01-21 To 12-31-21 D	Dev	500	10,436	(7,590)			2,846
Kresge 2019 01-01-21 To 12-31-21 E	CFW	503	23,866	(17,357)			6,509
Moran Foundation 01/01/21-12/31/21	CFW	503	350,000	(238,875)			111,125
NALCAB 6-22-20 to 4-30-21	CFW	574	17,308	(17,308)			0
NALCAB 7-1-2020 to 6-30-2021	EZ	606	21,987	(21,987)			0
Susie & Alan Levan Family Foundation 5-1-21 - 4-30-22	Dev	010	25,000	(25,000)			0
Susie & Alan Levan Family Foundation 5-1-22 - 4-30-23	Dev	010	25,000	-			25,000
Third Federal Bank-Foundation restrict to 2021	VITA	301	15,000	(15,000)			0
TJMF - 9-01-18 - 8-31-23	Admin	000	282,273	(90,625)			191,648
Truist Foundation Database Management System use by end of 2021	Admin	000	25,000	(3,090)			21,910
Unidos-RICO 11-1-20 to 1-31-22	PB	537	92,874	(55,024)			37,850
UW - JP Morgan Chase October 2020 to April 2022 Use in 2021	CFW	507	280,000	(171,651)			108,349
Voices for Healthy Children awarded in June Grant Period 7-1-20 to 2-28-21	AA	012	7,845	(7,845)			-
			2,080,809	(1,381,906)	-	-	698,903

New 2021 TR Grants **698,903**

Added in 2021	AREA	CC	December 31, 2020	Increase/ (Decrease)	Additions	Increase/ (Decrease)	August 31, 2021
American Heart Assoc- Voices for Healthy Kids Travel 2021	EFWP	333			2,000	-	2,000
American Heart Assoc- Voices for Healthy Kids Travel 2022	EFWP	333			2,000	-	2,000
American Heart Assoc- Voices for Healthy Kids Travel 2023	EFWP	333			2,000	-	2,000
American Heart Assoc- Voices for Healthy Kids Travel 2024	EFWP	333			2,000	-	2,000
Baptist Health 6/30/2021 to 8/12/2021	PBW	546			30,795	(30,795)	-
Health Foundation Grant 05/01/21 to 11/1/21	PBW	544			111,627	(67,419)	44,208
Health Foundation Pop Up Site 06/30/21-11/01/21	PBW	545			20,000	(20,000)	-
Jim Moran Foundation Research Grant 1-1-21 to 12-31-22	CFW	531			500,000	(83,778)	416,222
NALCAB 6-29-21 to 6-1-22	FCWP	574			25,000	(5,486)	19,514
NALCAB 7-1-21 to 6-30-22	EZZP	606			47,657	(8,131)	39,526
No Kid Hungry 08/01/2021 to 07/31/2022	PBW	547			100,000	(911)	99,089
Tate Foundation 2021 Community Fdt	UKEP	173			20,000	(20,000)	-
Tate Foundation 2022 Community Fdt	UKEP	173			20,000	-	20,000
Tate Foundation 2023 Community Fdt	UKEP	173			20,000	-	20,000
Tate Foundation 2024 Community Fdt	UKEP	173			20,000	-	20,000
Tate Foundation 2025 Community Fdt	UKEP	174			20,000	-	20,000
Unidos Digital Innovation 7-1-21 to 4-30-22	CZZP	608			40,000	(6,814)	33,186
					983,079	(243,334)	739,745

739,745

\$ 2,080,809 \$ (1,381,906) \$ 983,079 \$ (243,334) \$ 1,438,648

1,438,648

YTD Satisfaction of Time Restrictions **\$ (642,161)**

HISPANIC UNITY OF FLORIDA, INC.

STATEMENT OF ACTIVITIES - TOTAL

FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021

	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
Revenues							
Donations - UNR	\$ 20,699	\$ 18,809	\$ 1,890	\$ 212,887	\$ 150,466	\$ 62,421	Made up of donations from: Ansin Foundation for \$10K, Cigna for \$7K and Individuals for \$4K
Donations - TR	56,379	37,124	19,255	1,273,301	934,501	338,800	Made up of Awards from: Unidos for \$40K, Kresge for \$10K, Bank United for \$5K, and Individuals for \$1K
Satisfaction of Restrictions	178,057	153,104	24,953	642,160	921,789	(279,629)	Diff of \$59K is Favorable versus when added to Donations-TR
Fundraising Events	\$ 1,500	1,667	(167)	19,500	13,333	6,167	Bank United \$1,500 sponsorship
Grant Income	223,846	320,061	(96,215)	2,204,861	2,560,481	(355,620)	Program billing was down due to COVID: CWF (\$64K); VITA \$8K; CSC-Educ (\$305K); All Others \$7K
Interest Income	14	299	(285)	4,506	2,392	2,114	Includes a dividend from Amtrust for \$3.6K; otherwise, rates are extremely low 0.01% on Money Market Funds
Rental Income	4,437	4,383	54	34,848	35,063	(215)	
Voluntary Pre-K	0	1,833	(1,833)	0	14,667	(14,667)	
Fees & Miscell Income	20,594	12,000	8,594	85,486	96,000	(10,514)	Civic Engagement fees fell behind (\$18K) and VPK Tutition was behind (\$12K), but received rebate for \$17K on Unemployment Tax. Ehome HUD miscellaneous fees of \$3K
Total Revenues	505,526	549,280	(43,754)	4,477,549	4,728,692	(251,143)	
Expenses							
Salaries and benefits	365,150	428,132	(62,982)	3,158,937	3,423,819	(264,882)	Underage offsetting revenues
Advertising	1,850	976	874	12,679	7,806	4,873	
Bank service charges	1,120	825	295	10,094	6,600	3,494	
Building repairs/maint	20,522	19,186	1,336	133,311	153,486	(20,175)	
Depreciation	12,415	11,844	571	95,318	94,732	586	
Dues Subscriptions	2,155	1,455	700	16,004	11,633	4,371	
Information Technology	11,200	13,813	(2,613)	70,757	109,953	(39,196)	Underage offsetting revenues
Insurance	5,528	4,665	863	37,961	37,323	638	
Interest expense	3,641	4,813	(1,172)	37,729	38,500	(771)	
Licenses and permits	350	113	237	420	900	(480)	
Mileage reimbursement	1,035	2,357	(1,322)	4,071	19,657	(15,586)	
Miscellaneous	(17)	(23)	6	260	3	257	
Office expense	5,031	3,701	1,330	27,796	29,605	(1,809)	
Postage and shipping	513	610	(97)	1,851	4,871	(3,020)	
Printing	3,019	4,577	(1,558)	27,149	35,707	(8,558)	
Professional fees	25,770	18,547	7,223	264,392	152,684	111,708	Includes \$24K Covered by Chan Zuckerberg Advocacy Grant, \$63K is covered by Moran Research Grant, Grant Writing Fees \$3K, Legal Fees \$4K, Security fees \$2K (COVID pop up site) and Recruitment Expense of \$16K.
Program expenses	54,017	51,975	2,042	347,992	372,691	(24,699)	Underage offsetting revenues
Public relations	46	292	(246)	932	2,333	(1,401)	
Rent	7,201	2,555	4,646	27,540	15,191	12,349	Did not budget for summer school rent, but this is covered in revenues as reimbursements.
Staff events/meetings	75	833	(758)	2,080	6,667	(4,587)	
Software	3,737	0	3,737	3,737	0	3,737	
Staff training and development	1,642	1,383	259	12,568	10,658	1,910	
Telephone	3,672	2,376	1,296	27,810	17,547	10,263	Costs are above budget because HUF has more staff and additional functional charges due to pandemic.
Telephone - Cell/HotSpots	4,659	4,879	(220)	51,441	37,528	13,913	Costs are above budget because HUF has more staff and they still need some hotspots since they are remote
Utilities	2,936	2,184	752	19,560	17,460	2,100	
<i>Worst Case-Admin Net Effect</i>		0	0				
Total Expenses	537,267	582,068	(44,801)	4,392,389	4,607,354	(214,965)	
Increase (Decrease) in UNR Assets	(\$ 31,741)	(\$ 32,788)	\$ 1,047	85,160	\$ 121,338	\$ (36,178)	
			Programs	\$ 463,460			
			Support	\$ (378,300)			
			Total	\$ 85,160			

TJMF Actual through August 31, 2021

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	\$ 114,234	Incremental Salary Increases through August 31, 2021
Incremental Salaries--Felipe	\$ 7,333	Incremental Salary Increases through August 31, 2021
Incremental Salaries--Andres	\$ 39,600	Incremental Salary Increases through August 31, 2021
Salary & Benefits--Miriam Serrano Front Desk	\$ 1,368	Salary for additional support at reception area
Salary & Benefits--Carolina Sept 2021 to July 2022	\$ -	Salary for Volunteer Florida Match
		Recruitor - Director
		Marketing, Assoc
National Executive before 2021	\$ 10,084	Director, CFO - Finance
National Executive VPP	\$ 5,673	VPP
Missing Link	\$ 12,825	Consultant - Human Resources
Other Spending	\$ 1,995	Other Spending
	\$ 308,352	Actual Through August 31, 2021
	\$	191,648 Grant Balance as of Curr. Month End
Remaining Commitment Executive Search for VP of Programs	\$ 327	Remaining Commitment 2021
2021 Salaries - Committed Salary VC, NS & CM	\$ 10,766	Remaining Commitment 2021
2021 Salaries - ED	\$ 2,667	Remaining Commitment 2021
2021 Salaries - New VPP	\$ 43,733	Remaining Commitment 2021
Remaining 2021 Commitment	\$ 57,493	
Remaining Commitment Beginning Balance 2021	\$ 137,519	
Miriam Serrano	\$ 1,368	Salary for additional support at reception area
Salary & Benefits--Carolina Sept 2021 to July 2022	\$ -	Salary for Volunteer Florida Match
2021 Purchases	\$ 1,995	Dale Carnegie Training
Total 2021 Commitment remaining	\$ 134,156	Remaining Commitment
Total Spent & Committed as of August 31, 2021	\$ 500,000	
Original Budget (Must be spent by 2023)	500,000	
Remaining Dollars	\$ (0)	

Funds must be used by 2023

\$375,000 Mission / Opportunities	\$ 375,000		
The Non-Profit Assistance Center	\$ 90,240	CPA - Finance	Spent
Citizenship Fundraising Match	\$ 25,000.00		Spent
National Executive before 2021	\$ 10,084	Recruitor - Director	Spent
Executive Search for VP of Programs	\$ 5,673		
Program Salary Increase 2021 for ED	\$ 7,333		
Salary & Benefits New Program VP	\$ 39,600		
Salary & Benefits New Receptionist	\$ 1,368		
Salary & Benefits New Volunteer Florida Mgr	\$ -		
Missing Link and Other Dale Carnegie	\$ 14,820	Consultant - Human Resources	Spent
Spent	\$ 194,118		
	\$	375,000.00	\$ 0.00
Remaining Earmarked but not listed	\$ 130,792		
Executive Search for VP of Programs	\$ 327	Board Resolution 12-9-2020	Committed
Program Salary Increase 2021 for ED	\$ 2,667	Board Resolution 12-9-2020	Committed
Salary & Benefits New Program VP	\$ 43,733	Board Resolution 12-9-2020	Committed
Miriam Serrano	\$ 1,368	Salary for additional support at reception area	
Salary & Benefits--Carolina Sept 2021 to July 2022	\$ -	Salary for Volunteer Florida Match	
2021 Purchases	\$ 1,995	Dale Carnegie Training	
Total Commitment remaining	\$ 180,882		
\$125,000 capacity building	\$ 125,000		
Remaining 2021 Commitment	\$ 10,766	Committed Salaries not yet spent	
Incremental Salaries	\$ 114,234	Incremental Salary Increases	Spent
	\$ 125,000		
		Uncommitted Balance	
Balance	\$ 500,000	\$ 500,000	\$ 0

Marketing Committee Meeting Minutes
Zoom Meeting
October 13, 2021

On the Phone: Lesli Cartaya-Franco, Felina Rosales-Furer, Katherin Gallego, John Guerrero, Christina Paradowski, Felipe Pinzon and Shani Wilson

Excused: Ana Arguello, Josie Bacallao, Christopher Dongo, Maguana Jean, Francisco Rivera and Lucia Rodriguez

Action Items:

1. Kathy Gallego and Ana Arguello are working on the intro script for Felipe Pinzon's eblast videos with a video shoot scheduled at the end of October or early November.
-

1) Roll Call

2) Approval of July 2021 minutes, review of August and September notes

- a. Quorum was not met. Approval for July, August, September and October minutes will be moved to November meeting.

3) Transition Plan Updates

- a. Kathy Gallego shared the questions that will go out to the staff between November 29 or November 30th. Survey is complete in Survey Monkey.
- b. Ana Arguello and Kathy Gallego are working on the next steps of the transition plan that include a series of planned eblast, with a final format of videos that are scheduled to run from January through March, 2022. These videos will serve to introduce Felipe Pinzon as the new president, celebrate HUF's birthday, and discuss HUF's long-term plans.
- c. Lesli Cartaya-Franco will be working on the press release for January release. She also stated the importance of a press tour for Felipe to introduce him to media. Lesli Cartaya-Franco also mentioned that will finalize Felipe's social media strategy to create awareness in the community.

4) Marketing Strategic Plan — Lesli Franco

- a. Lesli Cartaya-Franco is going to provide a google doc and outline the next 90 days.

5) January 13, 2022 Social

- a. Lesli Cartaya-Franco shared an outline with John Guerrero to submit to JM Family for the event. The committee will continue to work out the details.

Next Meeting
Wednesday, November 10, 2021
9:00 AM

**Governance Committee Meeting Minutes
October 1, 2021**

Present on Zoom:

Christina Paradowski, Maria Elena Ferrer, Jorge DeApodaca, Angie Stone, Steve Sampier, John Guerrero, Tony Abbate, Josie Bacallao, Felipe Pinzon and Felina Rosales-Furer

Excused:

Melida Akiti, Barbara Grevior and Maritza Alvarez

Next Steps/Action Items:

1. Tony Abbate will reach out to Lesli Franco to invite Henry Rojas to the Marketing committee. Felina Furer will then send him Outlook invitations.
2. Christina Paradowski will provide the highlighted changes of the bylaws for further discussion at the November meeting. Christina will also clarify language so intent is clear not ambiguous.
3. Angie Stone will email board today regarding self-reporting and create a new profile for Maria Bernard as well.
4. Angie Stone will provide a draft for a position within board for the equity dimension.

Discussions:

1. Approval of September 2021 Minutes.

Motion to approve August minutes by Steve Sampier. A second was made by Angie Stone. Motion passed.

2. 2022 Officer Slate
Chair: Christina Paradowski
Chair-Elect: Anthony Abbate
Secretary: Carolina Cardozo
Treasurer: Lisette Rodriguez
Past Chair: John Guerrero

Motion to approve slate by Steve Sampier. A second was made by Maria Elena Ferrer. Motion passed.

To be shared with the board in October and voted upon in November meeting.

3. Recruitment—New Candidates
 - a. Boris Espinosa, CITI. Tony Abbate interviewed Boris, he is a banker and interested in the PR and Marketing of HUF. This would be the last slot to fill of our current board. Felipe shared Boris sought out HUF, works for CITI (a funder) which has been very supportive over the past several years. He also would be a Miami connection.

Motion to approve Boris Espinosa to the Board of Directors by Maria Elena Ferrer. A second was made by Angie Stone. Motion passed.

- b. We received a candidate from BoardLead, Tony interviewed Henry Rojas (Comcast) who will look for a spot on one of our committees and potential for board in the future. He picked HUF and is a strong candidate. The committee recommendation is to invite Henry to the Marketing committee then Finance. Angie Stone suggested having new candidates rotate our committees every three months. Steve shared we could make a provision in the bylaws to give access to up-and-coming candidates. Tony will let Henry know then Lesli that HUF will invite him to join the marketing committee. Felina will

then share committee invites.

Felipe shared there is a second candidate from BoardLead which he will interview in the next couple of weeks.

Steve Sampier shared he will continue to serve on Governance committee when he terms off the board.

4. Bylaws & Board Structure Sub-Committee Update by Christina Paradowski. At the November meeting she will provide the highlighted changes for further discussion. Christina also clarified language so suggested changes are clear. Feedback was requested by Oct 8.
 - a. Review of board structure and role/responsibilities of each officer. Do we keep two- or three-year structure? Add in language regarding check signing amounts but with flexibility for future. Grievance process needs to be more flushed out as it is for employees and board's role. The employee manual needs to lay out the process for a grievance as well.
5. Board Member Engagement Self-Reporting by Angie Stone
Report Out: Second quarter results. The email will be sent out today, Angie will create a new profile for Maria Bernard as well.
6. New Monthly Committee Meeting Day Options
Meetings will continue on the first Friday of the month at 9am.
7. Board of Directors Equity
Angie Stone will provide a draft of past experience for a position within board for the equity dimension. Felipe has identified some resources for agency to have Diversity Equity Inclusion (DEI) technical assistance. CSC will provide funding to provide a plan end of 2021 or early 2022. Start looking through an equity and diversity lens.

Next Meeting:
Friday, November 5, 2021 @9am

Hispanic Unity of Florida
Public Policy and Advocacy – October 2021 Activity Report

Prepared by Otto Valenzuela

- HUF has decided to travel to Tallahassee on January 18-19, 2022, during Florida's Legislative Session. While there, we will be advocating for our 2022 Public Policy Agenda that is a collection of items from HUF's Public Policy and Advocacy Committee, HUF staff suggestions and community partners and was approved by HUF's Board of Directors in September 2021. We will be coordinating our visit with our partners to maximize our time in the Capitol by speaking with the elected officials who are key to supporting our initiatives.
- On October 6, Josie Bacallao presented HUF's 2022 Public Policy Agenda to Broward's Legislative Delegation at their public meeting. This is another step in our advocacy plan to share with elected officials our policy suggestions that we began in August by meeting with officials and staff and will culminate in our visit to Tallahassee.
- HUF has been supporting specific portions of the proposed Build Back Better Act in Congress that would fulfil many of the items HUF is advocating for on a national level. Some of these items include: pathway to citizenship, closing the Medicaid gap, investing in early childhood education (that may include funding for the U4Kids program), and a permanent Child Tax Credits. HUF has met with staff from the White House and two Members of Congress to discuss the issues and has been elevating the issues on social media to keep traction going.
- The HUF-led Children of Immigrant Families Coalition (CIFC) held its first educational webinar for partners titled: A Non-Profit's Guide to Lobbying and Advocacy: Yes you can! that informed nonprofits how to lobby and advocate for causes while staying within IRS rules for 501(c)(3)'s. We will continue to offer these trainings to CIFC partners in our vision to expand Florida's advocacy capacity.
- HUF Public Policy and Advocacy has teamed up with the VITA program to run a campaign around the Advanced Child Tax Credit program that was included in the federal government's America Rescue Act Plan. HUF is providing a live representative to assist families with the application to receive child tax credits that will help families with childcare and other related expenses faster, rather than waiting until tax season in 2022.