

Hispanic Unity of Florida
Board of Directors Meeting
AGENDA
Tuesday, December 7, 2021

Join Zoom Meeting

<https://zoom.us/j/93276717866?pwd=RW9HM3lJY3daMHNI0GkxL1RkdFZXZz09>

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 <ul style="list-style-type: none">• Special Recognition• Board Social Jan 13, 2021, reminder | John Guerrero | |
| 3. | 4:15 | Mission & Updates <ul style="list-style-type: none">• Data Management System• COVID-19 Policy update | Felipe Pinzon and Juliana Esguerra | Information pg. 1
Information sent separately |
| 4. | 4:35 | Leadership Transition Update | Felipe Pinzon and Josie Bacallao | Information |
| 5. | 4:45 | End of Year Campaign | Shani Wilson | Information |
| 6. | 4:55 | Consent Agenda
<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. Board Minutes November 2021ii. Finance Committee Minutes November 2021iii. September 2021 Financials, TJMF Update – <i>sent separately, pending committee vote</i>iv. Marketing Committee Notes, November 2021v. Governance Committee Minutes, November 2021vi. Public Policy and Advocacy Minutes, November 2021 | John Guerrero | Action
<i>pg. 7</i>
<i>pg. 10</i>
<i>pg. 13</i>
<i>pg. 15</i>
<i>pg. 17</i> |
| 7. | 5:00 pm | Adjourn | | |

21 Active Board members / 11 required for quorum and vote

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

Board Member	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct. 2021	Nov. 2021		
ABBATE, Anthony (Tony)	P	A	P	P	P	P	P	No Board Meeting	No Board Meeting	P	P	P		
ALVAREZ, Maritza	P	P	A	P	P	P	P			P	P	P		
ARGUELLO, Ana					P	P	P					P	E	P
BARNARD, Maria													P	P
BELLO, Eduardo	P	P	A	P	P	P	P					P	P	P
CARDOZO, Carolina	P	P	P	P	P	P	P					P	P	P
CUSHING, Giselle	E	P	E	P	P	A	P					P	P	A
DEAPODACA, Jorge	P	P	P	P	P	P	P					P	A	P
FRANCO, Lesli	P	A	P	P	P	P	E					P	P	P
GUERRERO, John	P	P	P	P	P	P	P					E	P	P
HERZ, Dan	P	P	P	P	P	P	E					P	P	P
KARLEN, Scott	P	P	P	E	P	P	E					A	A	A
NASSE, Jeffrey												P	P	P
PARADOWSKI, Christina	P	P	P	P	P	P	E					P	P	P
PENA, Deborah	P	A	P	P	A	E	P					E	E	E
RIVERA, Francisco	P	P	P	P	P	P	P					P	P	P
RODRIGUEZ, Lisette												P	P	P
RODRIGUEZ, Lucia	P	P	P	P	E	P	P					P	E	P
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	18	18	18	19	19	18			20	21	21		
Present: P / T= Telephone	19	15	15	17	17	17	14			17	16	18		
Excused: E	1	0	1	1	1	1	4			2	3	1		
Absent: A	0	3	2	0	1	1	0			1	2	2		
Board Members Present at the Meeting	95% Zoom	83% Zoom	83% Zoom	94% Zoom	90% Zoom	90% Zoom	78% Zoom			85% Zoom	76% Zoom	86% Zoom		



Hispanic Unity of Florida Performance Management System

1. Summary of Need

The rapid growth of the Hispanic Unity of Florida (HUF) during the last decades, and the considerable number of clients that are served by the organization on a yearly basis, have generated extensive amounts of data that are stored unevenly across HUF. This has generated data silos across the agency, that are not easily accessible by all members of the staff. As the quantity and diversity of HUF’s data has grown, silos have continued to increase, generating numerous challenges for the organization.

Though all of HUF’s databases respond to the specific needs of programs, services, and departments, the way in which HUF’s data is organized has hinder the process of analyzing information and has created a barrier to allow a holistic view of the agency’s data. In addition, these silos have prevented data from being easily shared across areas and departments. In some cases, it has generated inefficiencies in processes, and, at the same time, reduced data integrity while generating data redundancy.

In order to continue generating social impact and improve efficiency, and with the organization getting close to its 40th anniversary, the team is ready to take the agency to the next level, by improving its data and performance management.

2. Performance Management System Process

Since the second semester of 2020, HUF was guided by Marian Doub Consulting (MDC) to organize, analyze, and evaluate the data and data systems that are being used at the agency, to make recommendations for the successful design and implementation of a customized performance management system oriented towards the agency’s specific needs. The organization’s focus throughout this process was to increase internal capacity, build a strong data foundation and standardize data processes, in order to be successful in the implementation of a performance management system that could help the agency to advance its mission. To achieve this goal, HUF’s team organized this project in five phases:

Table 1

HUF’s Performance Management System: Phases and Goals		
Phase One	Name and define system requirements.	Completed
Phase Two	Design and implement data collection systems.	Completed
Phase Three	Database needs and product assessment.	Completed
Phase Four	Design configuration and implementation.	2022
Phase Five	Pilot, use and improve data system.	2022-2023



Throughout phases one, two and three, HUF worked to establish a solid base that could facilitate the due diligence of an initial assessment of six (6) database products and/or vendors, and a more in-depth assessment of three (3) of them. During this process, the agency interviewed vendors and vendor customers, and evaluated demos and presentations, while analyzing and comparing costs.

During phase three, HUF assessed the organization’s specific database needs and examined features and functions, as well as object and data model specifications, required for the successful implementation of the system. **The agency analyzed capabilities and features offered by different system providers, explored the experience of nonprofits that have implemented similar systems in the past, met with partners and funders, and identified grant opportunities for the funding of the configuration and the implementation of the system.**




3. Performance Management System Specific Needs and top potential platforms

HUF identified 23 needs (table 2) that should be addresses by an efficient and effective performance management system.

Once HUF’s database specific needs were acknowledged, the agency worked with Marian Doub Consulting (MDC) to select six (6) potential database vendors that could provide the agency with a data management system that would respond to the agency’s specific needs and dynamics. **The agency analyzed and recommended the following three: Webauthor, Caseworthy and Salesforce.**

In collaboration with MDC, the agency evaluated the ability of each of these three (3) databases to respond to the agency’s necessities. As seen below, Webauthor got the highest score, followed by Salesforce. Caseworthy received the lowest score out of the 3 top vendors.

Table 2

CAPACITY TO RESPOND TO HUF’S NEEDS				
Rating Scale 1-5				
1: Does not have the capacity, 5 Has excellent capacity				
#	HUF’s Database Specific Needs			
1	One central database.	5	5	4
2	Compatibility with other databases.	5	3	1
3	User-friendly database.	3	3	3
4	Allows to easily create data tools and custom functions as needed.	4	5	3



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5	Keeps records, tracks, and shows historical interactions, activities, and data throughout the organization.	5	5	5
6	Generates internal and external referrals.	3	4	2
7	Tracks outcomes and historical information.	4	4	4
8	Allows setting up permissions.	4	5	3
9	Secure web-based access and available from any type of device.	5	5	5
10	Permits multi-site use.	5	5	5
11	Allows to create and manage surveys, assessments, and questionnaires	4	2	3
12	Case management capabilities.	5	5	5
13	Group sessions capabilities.	5	5	5
14	Donors and funders management capabilities.	5	5	3
15	Tracks interactions and activities of volunteers.	4	5	3
16	Tracks interactions and activities of partners.	4	4	3
17	Document storage.	5	4	4
18	Generates follow up tasks, appointment reminders, letters, 'Mail merge' type function for automated letters and mailings, text messages and emails.	5	5	5
19	Fundraising and donor management specific features.	4	5	3
20	Grants management features.	4	5	3
21	Marketing and communication features	4	3	1
22	Generates automatic reports and customized dashboards.	4	4	3
23	Allows customizable reports.	4	3	3
TOTAL SCORE (Max. 115)		100	99	79




Cost:

There were 3 types of cost analyzed during the assessment phase: Upfront, development and setup cost; maintenance and user licensing cost; and expansion cost. The potential cost of all platforms was analyzed based on their flexibility. Within their build costs, the top 3 vendors offered standard elements such as the discovery, build and training phases. Each of these components would be different depending on the system.



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Table 3

COSTS			
Item			
Annual Software Fees			
Yearly Fee	\$36,000 (Unlimited Users)	\$32,400 (Based on 60 users. Will increase when users increase)	\$36,000 (Based on 60 users. Will increase when users increase)
Initial Setup and Configuration			
Setup Fees	\$0 No cost associated.	\$0 No cost associated.	\$3,000
Buildout	\$28,000 (Requires HUF participation in interactive build tasks, training will be provided)	\$187,500 (Based on 1,250 approximate hours)	\$185,940 (Based on 1,444 approximate hours)
Tech Support and Add. Build	\$6,000 (Based on 5 hours per month)	\$10,800 (Based on 5 hours per month)	\$3,000 (Based on 5 hours per month)
Investment and Overhead			
Total	\$70,000 (Includes all Programs, Teams, and Integrated Campaign Tool; Setup; Buildout; tech support and <u>unlimited users</u>)	\$224,900 (Includes all Programs, Teams, Constant Contact Integration; Setup; Buildout; tech support and <u>60 users</u>)	\$224,940 (Includes all Programs, Teams, Constant Contact Integration; Setup; Buildout; tech support and <u>60 users</u>)
Annual Additional Costs (Optional)			
Additional Program Integration or expansion	\$12,000 (Will not be paid in year 1, but starting in year 2, after expansion)	\$36,000 (Based on 200 hours)	\$40,000 (Based on 200 hours)
Additional Integration	\$3,000 (Based on 20 hours and with HUF's internal capacity)	\$7,200 (Based on 40 hours)	\$8,000 (Based on 40 hours)

As shown on the table, **Webauthor not only got the highest rating in the evaluation made by HUF, but also offers the best overall pricing.** HUF would pay this company less than a third of what it would have to pay if it decided to implement a data management system using Salesforce or Caseworthy's solution. Webauthor would support the organization in training and sharing the know-how with HUF to attain this.



- Webauthor Clients

Some of HUF's largest funders have built their data management systems with Webauthor, which would allow an integration of the agency's system with these databases. The Children's Services Council, United Way of Broward County and Broward County, are some of the organizations that have gone through this process with this vendor successfully. As part of the evaluation and analysis of this platform, HUF met with additional clients of Webauthor, to gather general information about their experience throughout the implementation process.

The clients interviewed during the data management system process (The FLITE Center; Healthy Mothers, Healthy Babies Coalition of Palm Beach County; and the Center for Child Counseling), agreed on the impressive flexibility of the system and on its low cost. They all highlighted the excellent customer service and technical support the company offers. HUF also met with the Children's Services Council (CSC). CSC indicated the agency did an outstanding analysis of its specific needs and followed a thorough process. This organization would fully support the implementation of a database specifically designed for HUF by Webauthor.

4. Conclusion

Webauthor offers the best solution for HUF's data and performance management system. The customized platform would equip the agency with the capability to design, build, and implement a system that could meet virtually any demand, and that would be able to grow and adapt with the organization and respond to current and future needs and challenges. With Webauthor's database, HUF would be able to streamline and automate essential organizational functions to better manage and analyze data, improve client and agency relationship management, support decision-making, improve efficiency and effectiveness, and guarantee equity.

This company would provide the agency with an intense training and would share its expertise with HUF, which would empower the organization to manage not only its data, but also the entire system. Webauthor would train a specific staff member designated by HUF, who would gain the knowledge and have all the tools needed to replicate this training across the agency. The platform would also allow HUF to update most areas of the system without Webauthor's involvement, which would allow the agency to use its internal capacity to adjust the system as needed, and, at the same time, foster greater ownership and technical familiarity of the staff with the platform. In addition, the fact that some of HUF's largest funders have built their data management systems with Webauthor successfully, would facilitate the integration of HUF's platform with some of the agency's partners and funders systems.



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5. Total Costs

Performance Management System - Year 1	
Expense	Amount
Total Cost Webauthor	\$ 70,000
Technical Assistance - MDC	\$ 4,800
Internal Capacity	\$ 41,000
Total Cost	\$ 115,800
Funding to cover cost	
Amount	Amount
Existing CSC, UW and MDC contracts	\$ 90,000
Already secured - Truist Grant	\$ 21,000
2 prospects - CFB and UnidosUS	\$ 35,000
TOTAL	\$ 146,000

Performance Management System - Year 2	
Expense	Amount
Total Cost Webauthor	\$ 63,000
Internal Capacity	\$ 52,000
Total Cost	\$ 115,000

Performance Management System - Year 3	
Expense	Amount
Total Cost Webauthor	\$ 63,000
Internal Capacity	\$ 65,000
Total Cost	\$ 128,000

Hispanic Unity of Florida Board of Directors Meeting
MINUTES
Tuesday, November 9, 2021

Call to Order/ Roll Call

Began at 4:02pm.

Chair Welcome

John Guerrero thanked Carolina Cardozo's daughter, Gabby and the North Broward Preparatory School's Spanish National Honor Society for raising \$355 to serve our clients.

John also thanked Angie Stone and Francisco Rivera for assisting staff in identifying a centralized database for HUF.

Mission & Updates

Felipe Pinzon shared a video of Dan Schevis and Christina Paradowski participating in the 2021 Read for the Record activity. Books and handmade quilts were donated by Dan and Christina to our 12 Unity4Kids students.

Unity4Kids Holiday Gifts: Shani Wilson invited board members to donate to U4K children for the holiday season. She offered two options: a \$75 gift for a thanksgiving meal and adopting a student and his/her siblings (with holiday presents/gifts)

COVID-19 Update: Felipe Pinzon shared that on Nov. 4, 2021, the Occupational Safety and Health Administration (OSHA) issued an emergency temporary standard (ETS) requiring all private employers with 100 or more workers to ensure all employees are either fully vaccinated for COVID-19 or provide a weekly negative test and wear a face covering while working. Lawsuits were filed on Nov. 5th and an injunction was approved to delay implementation of the order.

Legal experts and the Dept. of Labor (DOL) have stated that companies should prepare now.

HUF has an obligation to comply with OSHA standards or face stiff penalties for noncompliance.

In order to comply with this standard, HUF will have to issue an updated COVID-19 testing & masking policy effective 12/6/2021 The order calls for 2 options:

1. Mandatory Vaccine Policy OR
2. Mandatory Testing & Masking Policy

HUF is choosing the Testing & Masking option.

All employees who are not fully vaccinated as will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Vaccinated employees will not be required to get tested on a weekly basis.

Governance Committee--Presented by Anthony Abbate

2022 HUF Officer Slate

- Christina Paradowski: Chair
- Anthony Abbate: Chair Elect
- Carolina Cardozo: Secretary
- Lisette Rodriguez: Treasurer
- John Guerrero: Past Chair

Motion

Steve Sampier motioned to accept 2022 HUF Officer slate as presented. A second was made by Dan Schevis. Motion passed.

And the 2022 Board of Directors Meeting Schedule was reviewed and approved

Finance Committee--Presented by Lisette Rodriguez, Virginia Cielo and Leessa Derrick

2020 IRS 990. This has been vetted by HUF's Finance committee and our CPA firm. Only schedule B will not be available to the public.

Motion

Anthony Abbate motioned to accept the 2020 IRS 990. A second was made by Leslie Franco. Motion passed.

Executive Services Corps Agreement. This is a NONPROFIT consulting firm with whom HUF has worked with for years to support staff recruitment work – the agency significantly expanded its engagement this year to be able to hire personnel across all departments.

Motion

Carolina Cardozo motioned to accept Executive Services Corps Agreement. A second was made by Francisco Rivera. Motion passed.

Temporary Employee Covid-19 Supplemental Program. It will help vaccinated employees who get sick from Covid-19 with up to 40 hours paid leave.

Motion

Dan Herz motioned to accept the Temporary Employee Covid-19 Supplemental Program. A second was made by Anthony Abbate. Motion passed.

Public Policy & Advocacy—Presented by Carolina Cardozo & Andres Connell

2022 Broward Days. After two years Carolina, Andres Connell, Felipe Pinzon and Otto Valenzuela will go up to Tallahassee to advocate for our clients. They will use HUF's

public policy agenda as guide. Carolina shared it is important elected officials know Felipe is the new face of HUF.

Board Social, January 13, 2022, at JMLexus

Shani Wilson reminded board members of the board social event scheduled on January 13, 2022, at JMLexus.

End of Year Campaign

Shani Wilson shared campaign details and told board members she will email social media and email messaging so they can assist in fundraising for HUF.

Consent Agenda—Presented by John Guerrero

Motion

Christina Paradowski motioned to accept the consent agenda. A second was made by Steve Sampier. Motion passed.

Special Presentation---Congresswoman Debbie Wasserman Schultz

The Congresswoman presented Josie Bacallao with a Congressional Record Statement (CRS) of Josie's work at HUF. The CRS will be filed in the Federal Register. The Congresswoman also flew a flag over the Capitol to honor Josie's retirement.

Executive Session

Adjourn
At 5:31pm

Hispanic Unity of Florida
Finance Committee Meeting Minutes
November 18, 2021

Attendance:

3 members present –Scott Karlen, Chuck Tatelbaum, and John Guerrero

7 members excused –Deborah Pena, Arnold Nazur, Myrna Monserrat, Alejandro Alvarez Loscher, Lissette Rodriguez, Emma Pfister, and Rodney Bacher

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

0 non-voting members excused –

1 Guest -- Juliana Esguerra

Open Meeting:

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

September Financial Statements:

Mr. McGuire said there was an operating year-to-date gain of \$142K. The year-to-date budget was \$173K which represented an unfavorable variance of (\$31K).

Hispanic Unity of Florida, Inc.

Notes to Financials

September 30, 2021

UNR Net Assets

Reconciliation of UNR Net Assets:

	1 Gain from Program Operations	634,989	
	2 Loss from Support Services	(493,137)	
	Increase in UNR Net Assets	\$ 141,852	Operating Gain

The year-to-date projected gain was \$173K with an actual gain of \$142K which was an unfavorable variance of (\$31K).

1) Development YTD is ahead of budget by \$56K

2) Programs had a favorable variance of \$41K

3) Admin YTD had an unfavorable variance of (\$127K)

Programs:

Program's total contribution-to-date toward administrative and shared fixed costs to the agency totaled \$1.092M.

Development:

The Development area contributed \$320K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash decreased by (\$585K) resulting from the following activities:

(\$162,345)	Decrease in Net Assets
(171,083)	Adjustments to reconcile decrease in net assets
(333,428)	Net cash consumed by operating activities
(38,352)	Investing Activities
(213,129)	Financing Activities
(\$584,909)	Decrease in Cash

The unfavorable variance of (\$36K) is in line with rejections. The unfavorable variance of budget versus actual has continued to shrink since June 2021.

Cash was down by (\$585K) YTD. The (\$333K) listed as Cash Consumed by Operations was mostly due to a new 3 year receivable awarded by the Health Foundation of \$300K in the month of September. Receivable collections are excellent. Cash was also down due to Financing Activities the majority of which was due to paying down the line of credit (\$200K) YTD.

Even with the drop in cash, HUF on November 1, 2021 made a payment on the line of credit of \$260K due to the overall strong unrestricted cash balance. This leaves an approximate balance of \$10K on the Truist Line of Credit.

HUF received Awards from: Health Foundation for \$301K; Kresge Foundation for \$150K; Unidos for \$46K; Wells Fargo for \$35K; Comcast Foundation for \$30K; Batchelor Foundation for \$25K; Florida Health Justice for \$20K; Uniform Advantage for \$15K; Ansin Foundation for \$10K; City of Hollywood Police for \$10K; Casey Family Foundation for \$2K; and Individual Donations for \$3K.

Not approved due to a lack of a quorum. Both the September and October financial statements will be approved at the December 16th Finance Committee meeting.

Program Update:

Mr. Connell shared that HUF's CWF program is improving with the restructuring and changes to the operating model. He predicts it will be at full capacity in January 2022.

With a \$500K grant from Miami Dade County HUF got, Hispanic Unity will expand back to this county with an official site in Doral (site provided by the county at no cost) and will be up and running by mid-January. Of the \$500K, \$350K will remain for HUF's use and \$150K would be divided equally between two subcontractors (AIJ & Catholic Legal Services). The Civic Engagement area will be hiring 2 new Paralegals, 1 Outreach Coordinator and 1 Intake Specialist.

Under the Economic Development area, the Volunteer Florida Program (subrecipient of AmeriCorps) has begun to onboard approximately 18 new "members" to enhance our capacity in the community and will be divided among our programs.

Data Management System Update:

Mr. Pinzon introduced the topic saying that HUF has been researching to find a database for the past two years that will meet our requirements, which will help the agency become more efficient and enhance our programs and client experiences.

Ms. Esguerra shared the process used to determine how and why HUF chose WebAuthor. HUF vetted 6 platforms and WebAuthor was the clear winner as the organization with the best functionality and it was also the least expensive of all the platforms. The year one cost including our internal labor would be \$115K. HUF plans to use existing contracts with CSC, UW and MDC contracts to raise \$90K; a Truist grant already secured for \$21K; and has two additional prospects to raise another \$35K, which would more than we need for the first year. There will be additional costs of \$115K in year 2, and \$128K in year 3.

Development Update:

Ms. Wilson said last month that we had a funding gap of \$117K to reach our target for 2021. She believes that HUF is on track to cover this gap by year end.

She went on to say that we've secured \$5.6M in funds for 2022.

In addition to our regular funding for next year, development is finalizing a Capital Campaign plan for \$1M next year to invest in staff, technology & operational infrastructure.

Proposed Signatory Resolution:

It was agreed that the signatory resolution would be worked on by legal counsel and Mr. Pinzon would be coordinating this effort.

The meeting adjourned at 9:30am.

The next Finance Committee Meeting will be held on December 16, 2021.



Marketing Committee Meeting Minutes
Zoom Meeting
November 10, 2021

On the Phone: Eduardo Bello, Christopher Dongo, Lesli Cartaya-Franco, Felina Rosales-Furer, Katherin Gallego, Maguana Jean, Christina Paradowski, Francisco Rivera, Henry Rojas, and Shani Wilson

Excused: Ana Arguello, Felipe Pinzon and Lucia Rodriguez

Action Items:

1. Lesli Cartaya-Franco and Francisco Rivera will work on a message primer to share with the committee to use in January as opening statement.
-

1) Roll Call

2) Welcome to the Marketing Committee

Lesli Cartaya-Franco welcomed new members, Eduardo Bello and Henry Rojas, to the committee. Eduardo and Henry each gave a small introduction about themselves.

3) Approval of July 2021 minutes.

Motion to approve July 2021 minutes made by Francisco Rivera. Second made by Eduardo Bello. Motion passed.

4) Review of August, September and October 2021 notes.

Kathy Gallego reviewed the notes for the three months to quickly update the committee.

5) Discuss Doodle Poll Responses

Marketing will meet the second Thursday of each month at 9 a.m. beginning in December. Kathy Gallego will send out 2022 Marketing Committee virtual invites

6) Transition Plan Updates

- a. Survey will be deployed to the HUF staff on November 29th to get a better sense of how the staff is feeling about the transition. The committee will discuss the results in December.
- b. The eblast is scheduled for the beginning of January to welcome the community back from the new years and also present Felipe as the new CEO. Francisco Rivera reiterated that the communication needs be consistent in all of our outreach efforts. Lesli Cartaya-Franco suggested creating a message primer (opening statement). Lesli Cartaya-Franco and Francisco Rivera will lead this initiative.



- c. The new members were requested to think about how and in what capacity they would like to contribute to the committee.
- d. Felipe's video shoot has been rescheduled for November 30th. The release date is January 3, 2022.

7) HUF's 40th Anniversary Kathy Gallego

- a. Kathy Gallego shared the final 40th logo with the committee.
- b. Shani Wilson shared a quick note regarding the capital campaign with an end goal of raising \$1 million.

Next Meeting
Thursday, December 9, 2021
9:00AM

Hispanic Unity of Florida
Governance Committee
Meeting
MINUTES
Friday, November 5, 2021

Present on Zoom:

Maria Barnard, Angie Stone, John Guerrero, Tony Abbate, Melida Akiti, Josie Bacallao, Felipe Pinzon and Felina Rosales-Furer

Excused:

Christina Paradowski, Steve Sampier, Maria Elena Ferrer, Jorge DeApodaca and Maritza Alvarez

Next Steps:

1. John Guerrero will reach out to Boris Espinoza to welcome him to the Board.
2. Felipe Pinzon will share email template with John for his onboarding.
3. John Guerrero will invite Boris Espinoza to the December board meeting, he will be a voting member effective January 2022. He will also be invited to the January Board Social event.
4. Tony Abbate will reach out to Henry Rojas to welcome him to the Marketing committee.

Discussions:

Approval of October 2021 Minutes

Did not have quorum to vote on minutes.

Updated 2022 Officer Slate. Second reading.

This will be on the agenda at the November board meeting.

Recruitment—BoardLead

Elsa Bittar works for JPMorgan Chase. She is a very smart young upcoming professional. Felipe Pinzon shared that she has not applied for the board yet.

John Guerrero will reach out to Boris Espinoza and welcome him to the Board. Josie Bacallao shared Boris would do the onboarding orientation with Maria Barnard in the near future. John will invite Boris to the December board meeting, he will be a voting member as of January 2022. He will also be invited to January event as well.

Tony Abbate will reach out to Henry Rojas to welcome him to Marketing committee.

Update Bylaws Revisions

Christina Paradowski shared revisions with committee for feedback. The committee agreed to have current and previous board members serving on the committee due to sensitive topics.

Tony Abbate will share the following language and sequence with Christina to update the By-laws / Governance Committee Description:

This committee provides oversight and guidance for the board of directors to ensure effective engagement, succession, diversity and equity among the members serving on the board of directors and committees.

The chair of this committee shall be a current Board member in good standing.

The Governance Committee shall have the responsibility for vetting prospective members of the Board, recommending the names of persons that should be considered for Board vacancies, and for recommending to the Board a slate of Directors. In the event of a vacancy in the position of a Director or Board Officer, the Governance Committee shall produce a list of candidates to the Board to fill such vacancy.

The Governance Committee shall conduct an orientation session for new Board members to ensure that they understand their duties and the Corporation's operating procedures.

The Governance Committee shall make an annual review of the Directors' adherence to the requirements for attendance, contribution, support and involvement with the Corporation, and shall report the general findings of such review to the Board.

The Governance Committee is responsible for initiating and assisting the Board Chair with the CEO's annual performance review, initiating and overseeing individual Board member performance reviews, and assisting the Chair-Elect with the Board's annual planning meeting.

The Governance Committee is also responsible for updating the By-Laws as and when needed and initiating the quinquennial strategic planning process in conjunction with the Board Officers, Committee chairs, and Employee Officers.

Board Member Engagement Self-Reporting by Angie Stone

Angie did not get any feedback, and many did not complete the form. Felipe shared staff may need to be more hands-on to ensure information is secured and forms are up to date.

Board of Directors Equity. Language for future Board Position

Angie Stone is in search of past document that Emerge Broward used as a starting template.

She posed a few questions:

- Do we want to focus on advocacy and diversity?
- We need to define do we want our board to reflect what our staff looks like, the community, etc?
- Are we being intentional about the inclusion of young and old, political stance and or experience?

Angie stated that we need to identify where we are currently and where we should be.

Tony brought up we may want to have client as a board member. Josie said we need to be clear on what we want and what our goals are, then create a plan that is intentional. Tony said we want to hear the broadest base and voices, to empower those we serve and bring those into the board. They will bring up issues we may not know about in the community.

Other Business

None.

Next Meeting:
Friday, December 3, 2021 @9am



**Public Policy & Advocacy Committee Meeting Minutes
November 12, 2021—Zoom Meeting**

Present:

Carolina Cardozo, Alejandro Gonzalez, Dick Blattner, Megan Turetsky, Dan Schevis, Christina Paradowski, Robby Holroyd, Josie Bacallao, Otto Valenzuela, Andres Connell, Felipe Pinzon and Felina Rosales-Furer

Excused:

Dr. Jeff Nasse, Dr. Maria Bernal, and John Guerrero

Next Steps/Action Items:

- 1) Otto Valenzuela will share who HUF staff plans to visit with in January at next meeting.

Discussions

1) Approve September 2021 Meeting Minutes

Dan Schevis motioned to approve minutes. Dick Blattner seconded the motion. Motion passed.

2) Committee Membership updates—Otto Valenzuela

Julie Fishman resigned from this committee and a thank you note has been sent. Alejandro Gonzalez will be leaving this committee after December meeting and is moving on to Miami Dade College. He hopes his United Way predecessor will join this committee.

3) Children of Immigrant Families Coalition---Carolina Cardozo

Carolina asked this committee to join the coalition as well as to help further advocate for children and families.

4) HUF Legislative Session 2022—Otto Valenzuela

HUF will go to Tallahassee 2022 Broward Days this year with Otto Valenzuela, Andres Connell, Carolina Cardozo, and Felipe Pinzon. Objective is to meet people from both sides of the aisles and outside of South Florida to build relationship with upcoming leadership. Otto is working with partners to plan out meetings, etc. Alejandro is going to Tallahassee next week he offered to share or find a pulse on anything for HUF. Megan Turetsky shared bills have been filed on KidCare and CSC is supporting both bills. We need to wait to see language is finalized as they are similar and subject to change. Rep. C. LaMarca's bill has a three-year sunset provision and Rep. R. Bartleman's bill has a "strike all" potentially occurring that may alter the scope of the work.

Juvenile diversion and background screening provisions (for any vulnerable population; kids, seniors, and disabilities) are two bills that are a main focus for CSC as well. Hopefully juvenile diversion will be worked out to be approved by Governor.

Otto will share next steps in December with the chart he is working on to have a clear vision on who we will visit.

Robby Holroyd shared next week will be focused on special session for vaccine mandates and redistricting. It is moving slowly and bills are very intentional right now. One more committee week will occur after Thanksgiving and the Session begins in January.

Next Meeting: Friday, December 10, 2021 @ 9am