



**Empowering a
New Generation
of Americans**

Board of Directors Meeting Package

Meeting #2

Tuesday, February 20, 2024

Zoom Meeting :

<https://us06web.zoom.us/j/84616833859?pwd=VoweZaeTr45uut887eulKPtr74gytr.1>

Mission

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

Board of Directors
Meeting Agenda
Tuesday, February 20, 2024 | 8:00 AM

Virtual Meeting

Time	Item	Lead	Pgs.	Action
8:00	Call to Order / Roll Call	Tony Abbate Felina Furer		
8:05	Chair Welcome	Tony Abbate		Information
8:10	CEO Report	Felipe Pinzon		Information
8:15	Mission Moment			
	<ul style="list-style-type: none"> Comprando Rico y Sano Expansion VITA 	Elizabeth Dorante and Alpha Balde		Information
8:35	Strategic Plan Updates	Felipe Pinzon & Juliana Esguerra		Discussion
8:50	Finance			
	<ul style="list-style-type: none"> 2023 Audited Financial Statements Update Employee Retention Credit Update 	Leonor Romero & Lisette Rodriguez	3-5	Information Information
9:00	Public Policy & Advocacy Updates	Carolina Cardozo & Otto Valenzuela		Information
9:10	Fund Development			
	<ul style="list-style-type: none"> Miniaci Challenge Grant 	Felipe Pinzon and Tony Abbate	6-15	Discussion
9:25	Consent Agenda	Tony Abbate		Action
	<ul style="list-style-type: none"> BOD Meeting Minutes (1/2024) Governance Committee Meeting Minutes (11/2023) PP&A Committee Meeting Minutes (11/2023) 		14-18 19-21 31-32	
9:30	Executive Session			

18 Active Board members

10 required for quorum and vote.




	A	B	C	D
1	Board of Directors			
2	2024			
3	Board Members	Jan	Feb	Mar
4	ABBATE, Anthony (Tony)	P		
5	ALVAREZ, Maritza	P		
6	BARNARD, Maria	P		
7	BITTAR, Elsa	E		
8	CARDOZO, Carolina	P		
9	CUSHING, Giselle	P		
10	ESPINOZA, Boris	A		
11	FRANCO, Lesli	A		
12	HERZ, Dan	P		
13	NASSE, Jeffrey	P		
14	PARADOWSKI, Christina	P		
15	PALAU, Alexandra	P		
16	REYES, Christian	A		
17	RIVERA, Francisco	P		
18	RODRIGUEZ, Ana	A		
19	RODRIGUEZ, Lisette	P		
20	RODRIGUEZ, Lucia	E		
21	STONE, Angie	P		
22	Total Board Members	18	18	
23	Present: P	12		
24	Excused: E	2		
25	Absent: A	4		
26	Board Members Present at the Meeting	66% In Person	Zoom	

A	B	C	D	E	F	G	H	I	J	K	L	M
Board of Directors												
2023												
Board Members	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
ABBATE, Anthony (Tony)	P	P	P	E	P*	P			P	P	P	P
ALVAREZ, Maritza	P	P	P	P	P	E			P	P	P	A
ARGUELLO, Ana	A	A	A	A								
BARNARD, Maria	P	E	P	P	P	P			P	P	P	P
BITTAR, Elsa	P	A	P	A	P	A			P	P	P	E
CARDOZO, Carolina	P	P	P	P	P	P			P	P	P	P
CUSHING, Giselle	P	P	P	P	P*	P			P	P	P	P
ESPINOZA, Boris	P	P	A	E	P	P			P	A	E	P
FRANCO, Lesli	P	P	A	A	A	P			P	E	P	P
HERZ, Dan	P	P	P	P	P*	P			P	P	P	P
NASSE, Jeffrey	P	P	E	E	P	P			P	E	P	P
PARADOWSKI, Christina	P	P	P	P	P*	P			P	P	P	P
PALAU, Alexandra											P	P
REYES, Christian	P	P	A	A	P	P			E	A	A	A
RIVERA, Francisco	P	P	E	P	P	P			P	P	E	P
RODRIGUEZ, Ana	P	P	P	P	E	A			P	A	P	E
RODRIGUEZ, Lisette	P	P	P	P	P	P			E	P	P	E
RODRIGUEZ, Lucia	P	P	P	A	P	P			E	P	P	P
SCHEVIS, Daniel	P	E	P	A	A	A						
STONE, Angie	P	P	P	P	P*	P			P	P	P	P
Total Board Members	19	19	19	19	18	18			17	17	18	18
Present: P	18	14	13	10	15	14			14	12	15	12
Excused: E	0	2	2	3	1	1			3	2	2	3
Absent: A	1	3	4	6	2	3			0	3	1	2
Board Members Present at the Meeting	94% Zoom	73% Zoom	68% Zoom	52% Zoom	83% Hybrid	77% Zoom	Summer Break		82% In Person	70% Zoom	83% Zoom	72% In Person

Board Assessment Link:

<https://forms.gle/oAsDsh3b3sdcMZRZK9>

	<p>Felipe Pinzon, President & CEO</p> <p>fpinzon@hispanicunity.org</p> <p>954-257-5473</p>		<p>Leonor Romero, Chief Financial Officer</p> <p>lromero@hispanicunity.org</p> <p>754-221-7976</p>
	<p>Elizabeth Dorante, VP of Programs</p> <p>edorante@hispanicunity.org</p> <p>954-600-4318</p>		<p>Ingrid Ekblad, Director of Operations</p> <p>iekblad@hispanicunity.org</p> <p>954-907-1410</p>
	<p>Magaly Alvarado, Director of Civic Engagement</p> <p>malvarado@hispanicunity.org</p> <p>954-907-1354</p>		<p>Yonela Carusi, Director of Education Department</p> <p>ycarusi@hispanicunity.org</p> <p>954-701-5232</p>
	<p>Katherin Gallego, Senior Marketing Director</p> <p>kgallego@hispanicunity.org</p> <p>954-329-5262</p>		<p>Juliana Esguerra, Director of Data Management & IT</p> <p>jesguerra@hispanicunity.org</p> <p>954-639-2043</p>

	<p>Eduardo Pineda, Director of Economic Development</p> <p>epineda@hispanicunity.org</p> <p>954-608-9259</p>		<p>Otayme "Otto" Valenzuela, Director of Public Policy & Advocacy</p> <p>ovalenzuela@hispanicunity.org</p> <p>954-294-6054</p>
	<p>Felina Rosales- Furer, Senior Executive Assistant</p> <p>ffurer@hispanicunity.org</p> <p>954-329-5968</p>		



In 2023, Hispanic Unity secured services from CPA firm, Verdeja DeArmas Trujillo (VDT) who performed analysis of all applicable years and information for the ERC.

What is ERC ?

The **Employee Retention Credit (ERC)**, also known as the **Employee Retention Tax Credit (ERTC)**, is a **refundable tax credit** designed for certain eligible businesses and tax-exempt organizations. It was introduced during the COVID-19 pandemic to provide financial relief. Here are the key points about the ERC:

1. **Eligibility:** The ERC is available to businesses and tax-exempt organizations that had employees and were affected by the pandemic. The specific requirements vary based on the time period for which you claim the credit.
2. **Purpose:** The ERC aims to encourage employers to retain their workforce during challenging times by providing a tax incentive.
3. **Claiming the Credit:** To claim the ERC, you need to file it on your federal employment tax return. It is essential to understand the eligibility criteria and follow the guidelines carefully.
4. **Amount:** The credit amount depends on factors such as the number of employees and the wages paid. [For example, in 2021, the ERC is a quarterly tax credit of 70% of the first \\$10,000 in wages per employee per quarter, potentially totaling up to \\$7,000 per quarter or \\$28,000 per year for each employee¹.](#)

In summary, Hispanic Unity qualified for 1st quarter in 2021. Due to moratorium, we could not file in 2023. The deadline for filing in 2024 was 1/31/24. CFO reported update to both Treasurer and CEO who was out of the country at the time of the filing deadline.

We secured filing an amended 941 for estimated ERC retention credit totaling \$495,300; fees due to VDT are \$500 per employee and is estimated for \$49.6K. We have paid retainer of \$5,460.

Filing was completed by the deadline. We hope to secure this credit plus applicable interest upon confirmation by the IRS in the coming months.



January 29, 2024

Hispanic Unity of Florida, Inc.
 Attn: Ms. Leonor Romero
 5840 Johnson Street
 Hollywood, FL 33021

Armando Aburto, C.P.A.
 Jorge Albeirus, C.P.A.
 Viviana Bruno, C.P.A.
 Lisset I. Cascudo, C.P.A.
 Michelle del Sol, C.F.E., C.P.A.
 Elizabeth Jarvis, C.P.A.
 Cristy C. Rubio, C.P.A.
 Pedro L. Silva, C.P.A.
 Michael Vildosola, C.P.A.

We are pleased to confirm the services we are to provide to Hispanic Unity of Florida, Inc. You have engaged Verdeja, De Armas, Trujillo & Alvarez, LLP to assist you in servicing the needs related to the Employee Retention Credit (“ERC”).

Our scope of work and related deliverables are as follows:

- Preliminary check to assist you to determine whether you qualify for the ERC credit.
- Documenting the qualification for ERC purposes and eligibility of wages and salaries used in the calculations.
- Documenting the ERC calculations, including employee-by-employee analysis of amounts. If applicable taking the paycheck protection program (PPP) into account in the calculation.
- Organization of the documentation supporting the ERC calculations and conclusions.

Our services include providing you with the amounts to be reported on amended Forms 941-X and a separate fee is listed for preparing the amended forms. Our fees to amend the income tax form 990 are based on hourly rates and are not included in this letter. We will provide our deliverables to you in a form that will assist you in any governmental audit or inquiry. However, these deliverables should not be construed as comprehensive since such authorities may ask for additional supporting documentation (such as receipts, cancelled checks, copies of tax filings etc.). Based on preliminary information, we estimate your ERC amount to be approximately \$495,300.

During the course of providing our services, we will request Management to provide us with the necessary data and documents, and the coordination of any meetings we require in order to complete the assignments. We will not audit or verify the information you provide to us. Our engagement cannot be relied upon to detect errors or fraud, or any deficiencies in the internal controls at Hispanic Unity of Florida, Inc.

Our fee is based on a fee of \$500 per eligible employee per eligible quarter. We estimate this fee to be approximately \$49,600 based on the information provided thus far. We will be requiring a retainer of \$4,960 upon the execution of this agreement. The remainder of the balance is due in full within three (3) business days from the receipt of the refund from the IRS. This serves to assist the organization maximize its cash flow and lessen the burden of the fee. Our fees to file amended payroll form would be based on our hourly rates, we estimate the cost to be \$500 and is due upon presentation.

You will designate a person from your management who possesses the required knowledge and experience to oversee this engagement and the provision of data and documentation. It is your responsibility to ensure that the data provided to us is complete and accurate, and not contradict information contained in other documents, such as tax returns filed with taxing authorities or data provided to lenders during the PPP loan application.

You are responsible for understanding all requirements and restrictions applicable to the ERC calculations and filings of your ERC calculations. Any ERC claim submitted on your federal employment returns is subject to regulatory review and approval. We therefore cannot guarantee that the refund claim will be approved in full or part. Federal regulations are subject to change, and any changes which occur after the delivery of our work product may affect the refund claims of Hispanic Unity of Florida, Inc. We are not obligated to communicate any changes to you or alter any prior work product delivered to you for any such changes.

The Parties to this engagement agree that any dispute that may arise regarding this engagement, including but not limited to the meaning or enforcement of the agreement or the performance of the engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and the parties will engage in the mediation process in good faith. Any mediation initiated as a result of this engagement shall be administered within Miami-Dade County before a mediator mutually agreed upon by the Parties. If the Parties cannot resolve the matter at mediation, any ensuing litigation shall be conducted in Miami-Dade County pursuant rules of the State of Florida. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding (other than professional fees incurred by each party) shall be shared equally by the participating parties.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

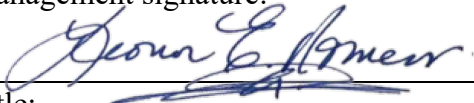
Verdeja De Armas Trujillo & Alvarez, LLP

VERDEJA, DE ARMAS, TRUJILLO & ALVAREZ, LLP

RESPONSE:

This letter correctly sets forth the understanding of Hispanic Unity of Florida, Inc.

Management signature:



Title:

Chief Financial Officer

Date:

1/30/24



EMPOWERING FAMILIES FOR LASTING ECONOMIC CHANGE:

**Expanding Workforce
Development Services**



Empowering a
New Generation
of Americans

We are thrilled to introduce you to an incredible opportunity that can profoundly impact the lives of families in our community. Hispanic Unity of Florida (HUF) has long been committed to serving the diverse needs of our community, and one of our most impactful initiatives is the Center for Working Families®. This nationally recognized approach developed at the Annie E. Casey Foundation embodies our mission to empower families to realize the American dream.

Our workforce development category within the Center for Working Families includes employment placement, resume building, and career preparation, among other essential services. However, we aspire to do more. True economic empowerment comes from creating opportunities for families to increase their income and wealth. We are expanding our services to help people transcend the limitations of low-wage employment and achieve secure, sustainable and growing careers.

This includes culturally competent group training on employability skills, vocational training & credentialing in key industries, individual coaching, peer support and active employer engagement. It's about taking a multigenerational approach to

ensure lasting change and providing families with the tools to find jobs, thrive financially and create a better future.

With your help, we have a remarkable opportunity to make this vision a reality. Thanks to the \$200,000 matching challenge grant generously provided by The Rose Miniaci Family Fund of the Community Foundation of Broward, your contribution will have double the impact.

Please consider joining us in this transformative endeavor. Your donation, no matter the size, will contribute to the betterment of our community and the fulfillment of the American dream for so many deserving families.

Sincerely,



Felipe Pinzon

President and CEO



BEATRIZ AND ALBERT

Miniaci

The Miniaci Family's dedication to our community and to carrying on a family tradition of local philanthropy inspires us all. Their vision of family prosperity aligns with our multigenerational approach to building a legacy of economic well-being and success for the families we serve.

As children of immigrants who were not handed anything when they came to America, legally, we know that working hard and smart, and being in the right place at the right time, with the right mentorship and guidance, from an organization, such as HUF, can make the American dream possible.”

- Beatriz and Albert Miniaci



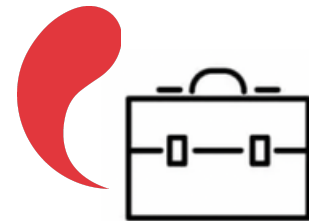
RESPONDING to the Need

More than 46% of families in Broward County cannot meet their basic needs. HUF has implemented the Center for Working Families® (CWF) model for over a decade. CWF is a visionary approach to helping families achieve self-sufficiency. It functions as a one-stop shop, offering vital support in three key areas:



Income Supports

Help families access essential resources for their basic needs, such as food, housing, and healthcare.



Employment Services

Provide comprehensive employment placement services, equipping individuals with the skills and tools to secure meaningful employment.



Asset Building

Offer guidance and education in financial management, helping families build financial stability for the long term.

With staggering statistics and witnessing firsthand how families served cannot meet their basic needs, HUF has aligned its three-year strategic plan with a commitment to grow our employment and workforce development services.

By expanding income and wealth-building opportunities for working families, HUF is committed to designing workforce education pathways with a two-generation approach—focused on enriching economic opportunities for the families of today and tomorrow.

This approach includes workforce development for every generation.



Youth

Partnering with local businesses and educational institutions to provide hands-on practical skills training and learning experiences, ensuring the next generation is well-prepared for the workforce.

Adults

Empowering adults with the skills and knowledge to access higher-paying jobs and career advancement opportunities through training and education.

Seniors

Providing technical assistance and training to help adults age 55 and older bridge the skills gaps needed to obtain the jobs they need to support themselves. Skills include digital literacy and language classes to learn English.

HOW YOU Can Help

Your support is vital. A \$200,000 matching challenge grant from The Rose Miniaci Family Fund of the Community Foundation of Broward will double your contribution and advance economic growth, self-sufficiency, and a brighter future for many. Join us in this transformative endeavor and help deserving families achieve the American dream.

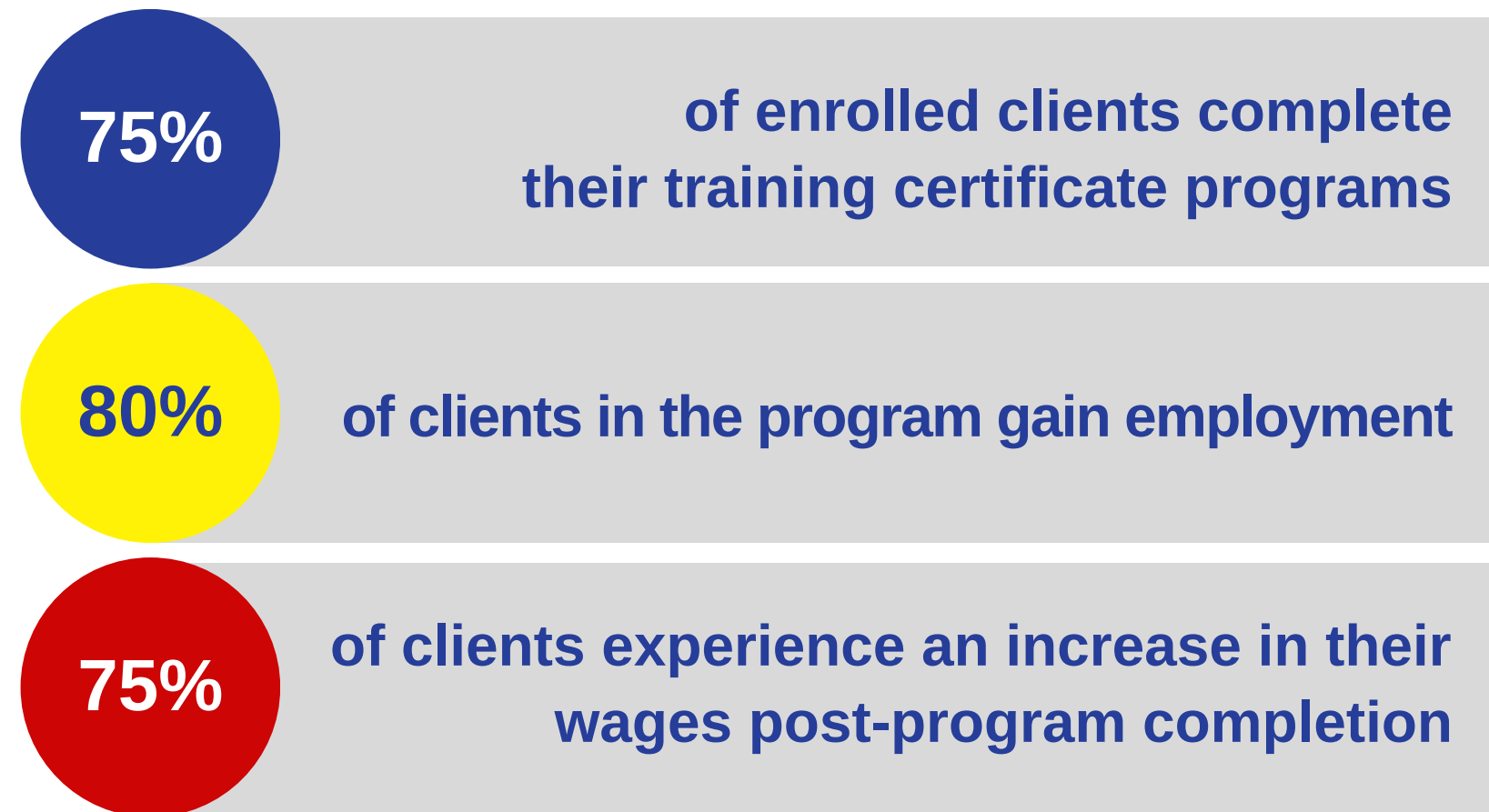


IMPACT

In 2023, HUF's board of directors approved a three year strategic plan which includes a goal to expand income and wealth-building opportunities for working families. With your generous support, matched by The Rose Miniaci Family Fund of the Community Foundation of Broward, HUF will begin work towards this goal and create pathways to financial sustainability for 200 families through targeted programming, access to higher education, and career opportunities with local businesses.

Funding received as part of the challenge grant opportunity will be transformational as we increase capacity and provide financial support to clients obtaining training certificates and other degrees. We anticipate the following outcomes over the next three years as we launch our workforce education pathways:

Enroll 200 clients in workforce education pathways



Please consider making your generous contribution today, and remember that thanks to the challenge match by The Rose Miniaci Family Fund, your impact will be doubled. Your investment in the future of our community will create a ripple effect of positive change that will be felt for generations to come.

To make your contribution, please visit our website www.hispanicunity.org or contact us at 954-964-8884.

Every dollar you give will help us unlock the potential of families in need.



**Empowering a
New Generation
of Americans**

Thank you
for championing change and
being a partner in our
mission to expand income
and wealth-building
opportunities for working
families. Together, we can
make dreams come true and
create a brighter future for all.



Board of Directors
 Meeting Minutes
 Tuesday, January 16, 2024 | 8:00 AM – Hybrid

Call to Order / Roll Call	Tony Abbate and Felina Furer
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Began at 8:17pm

Chair Welcome & Presentation	Tony Abbate
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Tony was presented with a Chair gavel during the meeting, acknowledging his role and contributions. Additionally, Christina received a unique piece of art as a token of appreciation for her two years of dedicated service as the board Chair.

Welcome 2024 Board Officers:

- CHAIR..... Anthony Abbate
- CHAIR-ELECT.....Maritza Alvarez
- SECRETARY.....Carolina Cardozo
- TREASURER.....Lisette Rodriguez
- PAST CHAIR.....Christina Paradowski

Pictures were taken of the new 2024 officers.

During the meeting, Tony shared insightful comments, highlighting the irreplaceable contributions immigrants bring to the table, emphasizing the alignment of HUF's mission with the diversity of the board of directors.

A warm birthday wish was extended to Francisco Rivera, celebrating his birthday on January 21st.

The session included the presentation of a 2023 Unity4Kids thank-you video, showcasing the joy brought to children during the holiday season through generous board donations.

Misson Moment	Elizabeth Dorante & Amparo Robinson
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The Ana Dolynska Story recounts the journey of a Ukrainian family that sought refuge with HUF. In September 2023, Ana and her two children arrived in the US, facing homelessness. HUF swiftly implemented safety measures, securing an Airbnb for shelter and providing essential items such as clothing, toys, and food. The family expressed immense gratitude for the assistance received. HUF further assisted Ana in filing for SNAP, healthcare, and TPS. A laptop was secured to enable Ana to work remotely. Collaborative efforts with other organizations were initiated to help secure permanent housing, with HUF committed to ongoing aid and support.

Giselle Cushing proposed connecting with the Chambers in Aventura and Surfside, areas with a significant Russian and Ukrainian population. The aim is to expand aid initiatives and facilitate job opportunities for Ana.

Strategic Plan	Felipe Pinzon & Juliana Esguerra
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During the meeting, Felipe provided an overview of the strategic plan, highlighting the commitment to secure \$4 million over the next few years as outlined in the implementation plan necessary to achieve the set goals. Juliana Esguerra expanded on this by announcing a collaboration with FIU to enhance the State of Hispanic and Immigrant Broward report, incorporating more client-oriented research methods. Juliana further shared data, metrics, and effective program reviews, encouraging staff brainstorming. Benchmarks are slated to be shared in four times throughout the year.

Elizabeth shared ongoing efforts in data gathering and assessment to identify workforce demands for clients, emphasizing the need for future hires to support the project and address emerging needs. This collaborative approach underscores the organization's commitment to data-driven decision-making and continuous improvement.

Felipe expressed a deliberate intention to engage with elected officials across all 31 cities in Broward County, emphasizing the importance of leveraging research and best practices in advocacy. Tony suggested establishing connections with the Hispanic Chamber, citing their recently implemented plan to engage with elected officials as a valuable reference.

Leonor Romero detailed the finance aspect of the plan, emphasizing the need to conduct a comprehensive analysis against similar organizations. The goal is to review trends and analysis with the board to inform strategic decision-making.

Regarding marketing efforts, Kathy Gallego outlined plans to enhance visibility. This includes developing a framework, crafting and disseminating a compelling narrative, launching a bilingual website, and augmenting internal capacity. These initiatives aim to strengthen the organization's presence and outreach in the community.

Ingrid Ekblad shared the strategic positioning of HUF for growth in Operations, emphasizing collaboration with an HR consultant to assess and prioritize growth needs. The focus includes increasing internal capacity in HR and formulating succession plans with the management team. Infrastructure enhancements, such as data migration to the cloud and expanding the organizational footprint, are also in the plan. Ingrid expressed the intention to establish an Ad-hoc Operations committee to facilitate these efforts.

Dan Herz asked the approximate number of full-time employees that left HUF in 2023. Ingrid committed to providing this information to Dan Herz. Notably, there are retention challenges, particularly with Success Coaches, attributed to the rising cost of living and concerns related to supervisors. Efforts are underway to collaborate with funders to streamline paperwork submissions, addressing potential burnout among coaches.

In the realm of governance, plans include collecting board demographics and implementing additional training. Juliana highlighted the progress reporting schedule, aiming for quarterly reports to the board. Tony expressed a desire for a dashboard snapshot with each board packet and detailed reports presented to the board four times a year.

Lisette Rodriguez motioned to approve the Strategic Plan implementation plan. A second was made by Maria Barnard. Motion passed.

Finance	Leonor Romero & Lisette Rodriguez
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2024 Budget was approved by the Finance committee last Wednesday regarding operating budget. The Finance Committee looked at the estimate for end of year 2024. The organization is currently assessing its capital needs, examining prevailing trends, and conducting comparisons to enhance strategic decision-making.

The organization has a financial standing of \$9.8 million for the year 2024, reflecting a substantial 13% increase from the previous year's figure of \$8.7 million. The forecast for 2023 anticipates reaching \$10.1 million, accounting for unit cost versus cost transition considerations. The focus for the upcoming year will be on stabilizing growth and expansion initiatives.

Leonor highlighted specific budgetary aspects for 2024, including provisions for a 3% salary increase, a 9% budgeted increase in healthcare, and a mileage reimbursement adjustment to \$0.67 per mile effective January 2024. Additionally, an 82% increase in funding, initiated in October 2023, is expected to impact the 2024 budget significantly, with an estimated increase of \$500,000.

Felipe Pinzon addressed vulnerabilities within the organization, specifically mentioning the Unity4Teens program. Despite the challenges, there is confidence in securing

funding renewal, and the organization is actively navigating through the renewal process. It was highlighted that Unity 4Teens constitutes 30% of the overall budget, underscoring its significance within the organizational financial framework.

The organization is actively seeking to diversify its sources of unrestricted funding to enhance financial flexibility. With an ambitious strategic plan in execution, the need for \$4 million is imperative to fully realize the outlined goals. Collaboration with a major funder in the community is underway, presenting a high chance of securing funding for the plan's objectives. The organization experiences annual budget growth driven by community needs, staff requirements, and program expansion. Considering the potential economic recession in 2024, the organization is proactively preparing for various scenarios.

Dan Herz has suggested raising the percentage that HUF contributes to the 401(k) plan, noting that the current 1% contribution is relatively low. This adjustment is seen as a potential retention strategy.

The submission of CSC RFPs this week represents a substantial portion, 33%, of the 2024 budget. Despite revenue growth to \$10 million in 2023, the organization acknowledges the associated challenges and is actively addressing them to enhance efficiency and overall sustainability.

Christina Paradowski motioned to approve the 2024 Budget. A second was made by Jeff Nasse. Motion passed.

Fund Development	Shani Wilson
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Shani Wilson shared for 2024, we have a \$9.8M revenue target. This is up more than 12.5% from last year's \$8.7M budget. 73% of program revenue secured. Down from 86% last year. We're currently reapplying for two large grants – Youth FORCE and LEAP High from the Children's Services Council; with these, we'd be closer to 80%. Goal is to fundraise close to \$1.7M.

Grant dollars, more than 90% is estimated from existing funders and are considered renewals. Unrestricted, \$592K (up from \$560K). A 6% increase over 2023's goal - from our typical fundraising activities including workplace giving campaigns, Board of Directors gifts, Circle of Friends and major donors, corporate sponsorships, and events. Like last year, we will host an in-person Entrepreneur Summit and will participate in Give Miami Day. Of these dollars, \$497K (84%) is estimated from existing funders & donors and the remaining \$95K (16%) are new dollars. We are also aiming to secure \$115K of the \$200K challenge grant from the Miniaci Family, supporting workforce development this year. As a point of reference, in 2023 HUF submitted and pitched \$8.4M in requests. Approximately \$4.4M (\$4,395,781) of these 2023 requests were awarded. In addition, HUF will submit an appropriations' request to the State of Florida

– supporting working age adults with mental health services. This is our second appropriations request attempt, and associated revenues are **not** included in the annual budget.

Tony conveyed the necessity of establishing a committee dedicated to organizing events, with specific focus on fundraising activities. Tony, Angie, and Giselle were identified as key members who would contribute to the formation and functioning of this committee. The board recognized the importance of a dedicated hosting committee to ensure the success of future fundraising events. It was noted that Maritza expressed interest in participating but availability was contingent on the specific day and time of the committee meetings.

Consent Agenda	Tony Abbate
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Dan Herz motioned to approve the consent agenda. A second was made by Lisette Rodriguez. Motion passed.

Executive Session

None

Adjourn

At 9:59am

Next Meeting: Tuesday, February 20th @8am via Zoom



Governance Committee
Meeting Minutes
Friday, November 3, 2023 | 9:00 AM

Call to Order / Roll Call

Tony Abbate and Felina Furer

Began at 9am

Attending: Tony Abbate, Angie Stone, Maria Barnard, Giselle Cushing

Proxy: Maria Barnard has proxy for Maritza Alvarez. Tony Abbate has proxy for Christina Paradowski.

Excused: Christina Paradowski and Maritza Alvarez

Absent: Lucia Rodriguez, and Melida Akiti

Approval of October 2023 Minutes

Tony Abbate

Angie Stone motioned to approve October 2023 minutes. A second was made by Giselle Cushing. Motion passed.

2024 BOD Meeting Schedule

Felipe Pinzon

The results of the poll regarding the preferred meeting schedule reveal that 15 board members have opted for the 3rd Tuesday of the month, while three initially favored the 4th Tuesday. Following outreach efforts, 17 members have now expressed agreement with the 3rd Tuesday, with the exception of Dr. Nasse. In terms of the preferred meeting time, 11 members have selected 8 am, and two have opted for 9 am. Notably, Maria Barnard and Angie Stone have indicated flexibility to move to the 8 am slot, bringing the count to 13 members available at that time. To finalize the scheduling decision, further input is needed from the remaining five board members to ascertain their availability at 8 am. It's crucial to note that this adjustment only impacts two occasions throughout the year, where a hybrid meeting format remains an option. The Retreat and Board Social events have distinct times and dates unaffected by this scheduling change.

Strategic Plan

Felipe Pinzon

The next steps for the Governance committee are strategically focused on three primary priorities: representation, the ongoing plan of advocacy for the Board, and succession planning for board members. While there are additional crucial steps in the pipeline, the initial emphasis will be on these three areas. Data capture is slated as the subsequent step for the implementation plan, with December's board meeting serving as the focal point for

discussions on next steps, data analysis, and comprehensive planning. It's imperative to clarify that both the strategic plan and the detailed implementation plan, encompassing aspects such as budgeting, will be integral components of this process. The Governance committee's influence will be particularly pronounced in shaping succession planning for the board.

In response to Tony's suggestion, the addition of an advocacy section in the bylaws will be a pivotal amendment. Tony will provide specific language for this addition, and the proposed language will undergo further vetting during the December Governance meeting, ensuring alignment with the committee's objectives and the organization's broader strategic vision.

Recruitment	Felipe Pinzon
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Gene Harvey, recommended by Milin Espino at Memorial Health through Maritza Alvarez, has expressed interest in joining HUF. Felipe has had a meeting with him, discovering that Gene, engaged in the financial sector and community, is a stellar fundraiser. His addition to the board would bring valuable diversity as an African American member. Although Gene has requested more time for consideration, Felipe and he are planning a tennis game soon. While the application link hasn't been shared yet, the hope is for Tony and Gene to connect through the Rotary Club in January.

Michael Garcia, also referred by Milin Espino, is a lawyer heavily involved in the community, particularly with the Broward Sheriff, and runs a PAC for the Democratic committee. Though Felipe has encountered him at community events, there's caution about his political engagement. Using the strategic plan for recruitment, the board is intentionally approaching this, mindful of the need to balance political affiliations. It was suggested to offer Michael a committee position as a preliminary engagement, allowing for a mutual assessment of fit.

For a strategic powerhouse in Miami-Dade, Giselle Cushing suggests consulting Lily Pardo. The board is actively seeking individuals with CPA, legal, HR, and IT backgrounds for a well-rounded composition.

Hanai Sablich, hailing from Regions bank, is a potential candidate for an interview process. Tony and Angie will collaborate with Felina to schedule an interview with Hanai either later this year or in January 2024, considering her fit for a committee or the board.

2024 Governance Committee Meeting Schedule	Felipe Pinzon
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A proposed schedule for the committee has been shared, mirroring the board with a total of 8 meetings. The plan is to conduct all meetings via Zoom on the first Friday of each month at 9 am. To streamline communication and planning, Felina Furer will be responsible for sending out invites for all 2024 Governance meetings.

Maria Barnard motioned to approve 2024 Governance schedule. A second was made by Angie Stone. Motion passed.

Adjourn

Tony Abbate has proposed an engaging addition to the December 2024 board social by introducing a guest. This suggestion aims to enhance the networking and collaborative atmosphere of the event. Additionally, the team is exploring the possibility of hosting an event in Q1 of 2024, specifically in February, centered around a hotel happy hour. This event is designed to provide an informal yet meaningful platform for interaction and connection. The strategic timing aligns with the organization's goals for fostering relationships and creating a positive environment.

Ended at 9:50am

Next Meeting: Friday, December 1st @9am



Board Member Engagement Q1 2023

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

Engagement	Y/N Completed	Actual & Comments
1. Actively participate in 10 monthly Board meetings one of which is an all-day planning meeting	Yes 78% (15 members) average attendance	January meeting had highest attendance rate.
2. Be an active member in a HUF Committee	Yes	
3. Mission-Immersion: In-depth HUF program tour during first/1 year term	Yes	Two still need to participate in program immersion.
Fund Development		
4. Board Member Annual Contribution (\$1,000)	Yes – 8 No – 10	Three are on a payment plan
5. Introduce two potential donors and/or volunteers to HUF annually (minimum) – invite to Empowerment Tour, meeting, breakfast, lunch, or HUF event.	No	Two introductions from one Board member. Goal: 36+ introductions (18 x 2)
6. Secure a gift of \$2,500 from annual donation(s) or sponsorship(s)	No	
Ambassadorship		Comments
7. Reach out to elected officials on behalf of HUF on Public Policy issues important to the agency's clients. 8. Make Stewardship phone calls to HUF donors. 9. Attend HUF's events. 10. Join CEO and/or Vice President of Fund Development on donor/funder call or meeting. 11. Host a small event/friend-raising. 12. Bring in-kind donation (office supplies, marketing services, event tickets for clients/staff, gifts for funders) 13. Promote agency regularly on social media. 14. Meet with your Board mentor/mentee. 15. Mission Moment: attend/participate in a scheduled program activity		Board Chair joined Broward Days (Tallahassee, March 2023) Two Board members attended the BC/HUF mural unveiling. One Board member read to the U4K children. One Board member's daughter, Isabel Cardozo organized & fundraised for "work closet" project for our CWF clients



Board Member Engagement 2023 Q2

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

Engagement	Y/N Completed	Actual & Comments
1. Actively participate in 10 monthly Board meetings one of which is an all-day planning meeting	71% (13 BOD is average attendance)	April – June. May meeting had highest attendance rate.
2. Be an active member in a HUF Committee	4 have missed three or more out of six meetings this year.	4 out of 18 attend on a regular basis.
3. Mission-Immersion: In-depth HUF program tour during first/1 year term	No, 17/18	All but one board member has completed
Fund Development		
4. Board Member Annual Contribution (\$1,000)	12- Yes 5- No	5 on a payment plan. 1 member is exempt.
5. Introduce two potential donors and/or volunteers to HUF annually (minimum) – invite to Empowerment Tour, meeting, breakfast, lunch, or HUF event	No	4 introductions from 3 members. Goal: 36 introductions (18 x 2)
6. Secure a gift of \$2,500 from annual donation(s) or sponsorship(s)	No	Only 1 board member (Tony Abbate)
Ambassadorship	Comments	
7. Reach out to elected officials on behalf of HUF on Public Policy issues important to the agency's clients. 8. Make Stewardship phone calls to HUF donors 9. Attend HUF's events 10. Join CEO and/or Vice President of Fund Development on donor/funder call or meeting 11. Host a small event/friend-raising	4 Attended Gringa Movie Premier 4 Attended Gala where HUF was awarded	



Board Member Engagement 2023 Q2

Share and Live HUF's Values and Code of Ethics

Believe in, and support, HUF's Mission

<p>12. Bring in-kind donation (office supplies, marketing services, event tickets for clients/staff, gifts for funders)</p> <p>13. Promote agency regularly on social media</p> <p>14. Meet with your Board mentor/mentee</p> <p>15. Mission Moment: attend/participate in a scheduled program activity</p>	<p>1 board member secured Rotary club volunteer donation</p>
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Name _____

Signature _____ Date _____



Board Member Engagement 2023 Q3

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

Engagement	Y/N Completed	Actual & Comments
1. Actively participate in 10 monthly Board meetings one of which is an all-day planning meeting	71% (13 BOD is average attendance)	July - Sept. ? meeting had highest attendance rate.
2. Be an active member in a HUF Committee	4 have missed three or more out of six meetings this year.	4 out of 18 attend on a regular basis.
3. Mission-Immersion: In-depth HUF program tour during first/1 year term	Yes	All board members have completed
Fund Development		
4. Board Member Annual Contribution (\$1,000)	14- Yes 2- No?	Three on a payment plan?
5. Introduce two potential donors and/or volunteers to HUF annually (minimum) – invite to Empowerment Tour, meeting, breakfast, lunch, or HUF event	No	4 introductions from 3 members. Goal: 36 introductions (18 x 2)
6. Secure a gift of \$2,500 from annual donation(s) or sponsorship(s)	No	
Ambassadorship	Comments	
7. Reach out to elected officials on behalf of HUF on Public Policy issues important to the agency's clients. 8. Make Stewardship phone calls to HUF donors 9. Attend HUF's events 10. Join CEO and/or Vice President of Fund Development on donor/funder call or meeting 11. Host a small event/friend-raising 12. Bring in-kind donation (office supplies, marketing services, event tickets for clients/staff, gifts for funders) 13. Promote agency regularly on social media 14. Meet with your Board mentor/mentee		



Board Member Engagement 2023 Q3

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

15. Mission Moment: attend/participate in a scheduled program activity	
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Name _____

Signature _____ Date _____



Board Member Engagement 2023 Q4

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

Engagement	Y/N Completed	Actual & Comments
1. Actively participate in 10 monthly Board meetings one of which is an all-day planning meeting	75% (13 BOD is average attendance)	Oct - Dec. Nov meeting had highest attendance rate.
2. Be an active member in a HUF Committee	4 have missed three or more out of 10 meetings this year.	Majority of 18 BOD attend on a regular basis. Marketing was on hiatus in 2023.
3. Mission-Immersion: In-depth HUF program tour during first/1 year term	Yes	All board members have completed
Fund Development		
4. Board Member Annual Contribution (\$1,000)	17- Yes 1- No	
5. Introduce two potential donors and/or volunteers to HUF annually (minimum) – invite to Empowerment Tour, meeting, breakfast, lunch, or HUF event	No	No introductions made in Q4. Goal: 36 introductions (18 x 2)
6. Secure a gift of \$2,500 from annual donation(s) or sponsorship(s)	No	
Ambassadorship	Comments	
7. Reach out to elected officials on behalf of HUF on Public Policy issues important to the agency's clients. 8. Make Stewardship phone calls to HUF donors 9. Attend HUF's events 10. Join CEO and/or Vice President of Fund Development on donor/funder call or meeting 11. Host a small event/friend-raising 12. Bring in-kind donation (office supplies, marketing services, event tickets for clients/staff, gifts for funders) 13. Promote agency regularly on social media		



Board Member Engagement 2023 Q4

Share and Live HUF's Values and Code of Ethics

Believe in, and support, HUF's Mission

14. Meet with your Board mentor/mentee	
15. Mission Moment: attend/participate in a scheduled program activity	

Name _____

Signature _____ Date _____



Board Member Engagement 2023

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

Engagement	Y/N Completed	Actual & Comments
1. Actively participate in 10 monthly Board meetings one of which is an all-day planning meeting	74% (13 Board members) is average attendance per meeting.	Jan, May & November meetings had the highest attendance rate.
2. Be an active member in a HUF Committee	72% (13 Board members) is the average attendance. Four Board members missed three or more committee meetings.	Most Board members attended committee meetings on a regular basis. Marketing Committee didn't meet for several months.
3. Mission-Immersion: In-depth HUF program tour during first/1 year term	Yes	All board members have completed this activity
Fund Development		
4. Board Member Annual Contribution (\$1,000)	18 - Yes	
5. Introduce two potential donors and/or volunteers to HUF annually (minimum) – invite to Empowerment Tour, meeting, breakfast, lunch, or HUF event	Total for year: 9 by 5 board members	No introductions made in Q4. Goal: 36 introductions (18 x 2)
6. Secure a gift of \$2,500 from annual donation(s) or sponsorship(s)	5 BOD secured donations.	1 board member secured Rotary club \$2,500k donation.
Ambassadorship	Comments	



Board Member Engagement 2023

Share and Live HUF's Values and Code of Ethics
Believe in, and support, HUF's Mission

7. Reach out to elected officials on behalf of HUF on Public Policy issues important to the agency's clients.	Board Chair joined Broward Days in March 2023. A board member worked to connect local municipality to HUF for Grant.
8. Make Stewardship phone calls to HUF donors	Many board members participate.
9. Attend HUF's events	Mural Unveiling: 2 Gringo Movie Screening: 4 Gala: 3 Monica Cepero Event: 2 U4Kids Holiday Party: 2
10. Join CEO and/or Vice President of Fund Development on donor/funder call or meeting	Working to further participation amongst BOD
11. Host a small event/friend-raising	None
12. Bring in-kind donation (office supplies, marketing services, event tickets for clients/staff, gifts for funders)	One Board member's daughter, Isabel Cardozo organized & fundraised for "work closet" project for our CWF clients
13. Promote agency regularly on social media	We currently do not track this but many BOD do reshare HUF posts.
14. Meet with your Board mentor/mentee	1
15. Mission Moment: attend/participate in a scheduled program activity	1 board member came to read to the U4Kids

Name _____

Signature _____ Date _____

Hispanic Unity of Florida
Public Policy & Advocacy
Committee Meeting
MINUTES
Friday, November 3, 2023

Present: Carolina Cardozo, Dr. Jeff Nasse, Nazbi Chowdhury, Commissioner Dick Blattner, Kersti Myles, Nic Hessing, Armando Arana representing Megan Turetsky, Otto Valenzuela

Absent: Robert Holroyd, Maria Bernal, Christina Paradowski

Roll Call

Began at 9:00 AM

Armando Arana, Coordinator, Governmental Affairs at Broward County Public Schools (BCPS) introduced himself and is representing Megan Turetsky at this meeting.

Approve October 2023 Minutes — Presented by Carolina Cardozo

Motion

Nic Hessing moved to approve the October 2023 minutes. Commissioner Blattner gave a second. Motion passed.

HUF's PP&A Activities Update— Presented by Otto Valenzuela

On October 25th, Rep. Marie Woodson visited Unity4Kids and received a recognition from HUF.

On October 26th, Commissioner Idelma Quintana participated in Jumpstart's Read for the Record at Unity4Kids.

HUF 2024 Public Policy Agenda:

Carolina presented this item. The third draft of the agenda was presented, and she opened the floor for any edits, comments, suggestions.

Otto highlighted that Carolina, her daughter, and husband worked on the redesign of the agenda and he thanked them for their work making that possible. Robby Holroyd also gave his input offline regarding the agenda and we thanked him for that.

Otto highlighted changes from the previous versions was the inclusion of HUF data highlighting its programming impact in 2022 and the removal of our appropriations request information from the document at the suggestion of this committee.

He also reminded the group that this is a living document that is open to changes as necessary and that after this committee votes to approve, it will be sent to HUF's full Board of Directors for its approval.

Armando asked if these were all the education items to be included and Carolina and Otto responded that yes, these were HUF's priorities but we are also open to supporting education items as they come along, especially from BCPS.

Carolina then asked for a motion to approve the 2024 Public Policy Agenda. Dr. Nasse made a motion and Commissioner Blattner seconded the motion. It passed unanimously.

2024 Meeting Calendar

Carolina explained how HUF's full Board of Directors has decided to hold less meeting for itself and its committees as it realizes that its committee volunteers are all very busy and it hopes that less meeting means more productivity and efficiency while freeing up HUF staff to focus on the work of the Mission.

A proposed calendar was presented. HUF's Governance Committee has proposed a maximum of eight meetings in the year.

Commissioner Blattner raised his hand and made the proposal that there be more hybrid or full presence meetings throughout the year as the proposed calendar only had one hybrid meeting and the rest as virtual. He brought up the fact that in-person meetings are always more dynamic.

Otto responded by saying that yes, HUF is open to any changes to the calendar and how we meet. He explained the proposed calendar is based on the 2024 and 2025 Legislative Sessions, the work the committee is tasked to do, mainly the annual Public Policy Agenda, holidays, and the Summer break.

Carolina asked when the 2025 Public Policy Agenda preparation work is slated to begin, and Otto responded December 2024.

Dr. Nasse agreed with what was expressed by Commissioner Blattner as the dynamic changes when we meet in-person and suggested the hybrid meeting are the way to go.

Dr. Nasse and Nazbi offered the idea and their offices if this committee needed to meet elsewhere if HUF is unavailable one day.

Otto apologized for not mentioning this at the top of the meeting, but Maggie Zalamea has resigned from the committee and thanked her for her service to HUF. He noted that the committee almost had full attendance at this meeting, so he suggested we move forward with a decision on this today.

Carolina asked for a motion to approve the calendar. Commissioner Blattner moved to approve with the hybrid option and Nazbi seconded it. The motion passed unanimously.

Nic also offered the Children Services Council offices as a potential meeting place.

December meeting

Carolina asked for thoughts on holding a hybrid December 8 meeting. Several individuals signaled they were open to that date and the committee decided as such.

Carolina asked for a motion to adjourn the meeting. Dr. Nasse motioned to adjourn, Dr. Nasse seconded.

Adjourn

At 10:30am