



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING

Wednesday, October 18, 2016 at 6:30 p.m.

Doral Government Center
3rd Floor Training Room
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members

Director Elizabeth Canchola
Director Fernando Horruitiner
Director Frank Silva
Director Jodi Steinbauer
Director Gerardo Vera

2. Approval of Minutes

- A. September 21, 2016**
- B. September 29, 2016**

3. Public Comments

4. Financial Items:

- A. Discussion and Approval of the PP4K After School Program General Liability Insurance (Finance Department) (Exhibit A)**

5. Discussion Items:

- A. Discussion: Silent Art Auction- Hispanic Heritage Doral Art Exhibit Art pieces (Parks & Recreation Department) (Exhibit B)**

6. New Business

7. Next Meeting Date: Wednesday, November 16, 2016 at 6:30pm

8. Adjournment

Anyone wishing to obtain a copy of an agenda item may contact the **City Clerk at 305-593-6725** or view the agenda packet on the City's website at or at City of Doral Government Center, 8401 NW 53rd Terrace, Doral, Florida 3366 during regular business hours (Monday – Friday, 8:00 A.M. – 4:30 P.M.). Pursuant to Florida Statute 286.0105, anyone wishing to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing shall need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING DRAFT MINUTES

Wednesday, September 21, 2016 at 6:30 p.m.

Doral Government Center
3rd Floor Room #353
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members

Meeting was called to order at 6:40 pm.

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Frank Silva	Absent
Director Jodi Steinbauer	Present
Director Gerardo Vera	Present

Also present were:

Officer Noel Feliciano, Police Department
Lt. Daniel Muñecas, Police Department
Erin Weislow, Parks & Recreation Department
Barbie Hernandez, Parks and Recreation Director
Silvia Watkins, Finance Department
Dan Espino, City Attorney
Connie Diaz, City Clerk

2. Approval of Minutes

A. August 17, 2016

Motion to approve the minutes made by Director Steinbauer and seconded by Director Vera. By consensus, motion passes unanimously.

3. Public Comments

There were no comments made during public comments.

4. Financial Items:

A. Approval of invoice for the yearly renewal of the PP4K Software License (Finance Department) (Exhibit A)

Motion to approve made by Director Vera and seconded by Director Steinbauer. By consensus, motion passes unanimously.

B. Approval of cost of training on the PP4K Software to be provided by the contracted accountant (Finance Department) (Exhibit B)

Motion to approve made by Director Horrutiner and seconded by Director Vera. By consensus, motion passes unanimously.

5. Discussion Items:

A. Recap: PP4K Volunteer Appreciation Brunch (Parks & Recreation Department)

Parks and Recreation provided a recap.

B. Update: Doral Day at Marlins Park benefitting PP4K (Parks & Recreation Department)

Public Affairs provided an update. By consensus, the Board requested an update on the number of tickets.

C. Update: After School Program (Director Canchola & Police Department)

Director Canchola addressed the Board and presented an update. By consensus, the Board agreed to have the program at John I Smith starting in January 2017.

D. Update: PP4K Website (Director Canchola & Public Affairs Division)

Evan Owen, Communication and Protocol Manager addressed the Board and presented an update.

E. Discussion: PP4K Sponsorship Program & Chamber of Commerce Invitations (Director Canchola) (Exhibit C)

Director Canchola addressed the Board and spoke about the needs for sponsorships for PP4K.

Barbie Hernandez, Parks and Recreation, addressed the Board and provided them with ideas for sponsorship requests and will provide them to the Board electronically for their use.

By consensus, the Board will brainstorm on this item and bring it back to the next meeting.

F. Update: Silent Auction

Director Canchola addressed the Board and asked for an update.

6. New Business

7. Next Meeting Date: Wednesday, October 19, 2016 at 6:30pm

8. Adjournment

Meeting adjourns at 7:30 pm.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the September 21, 2016 Parks and Police 4 Kids Meeting made by _____ and seconded by _____.

Director Elizabeth Canchola
Director Fernando Horruitiner
Director Frank Silva
Director Jodi Steinbauer
Director Gerardo Vera

APPROVED and ADOPTED this 18 day of October 2016.

Elizabeth Canchola, CHAIR



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION SPECIAL MEETING DRAFT MINUTES

Thursday, September 29, 2016 at 6:30 p.m.

Doral Government Center
3rd Floor Room #353
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members

Meeting was called to order at 6:33 pm.

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Frank Silva	Absent
Director Jodi Steinbauer	Present
Director Gerardo Vera	Absent

Also present were:

Officer Noel Feliciano, Police Department
Barbie Hernandez, Parks and Recreation Director
Silvia Watkins, Finance Department
Connie Diaz, City Clerk

2. Discussion Items:

A. General Liability Insurance for the After School Program

Director Canchola addressed the Board and presented the item.

Motion to approve the K&K Insurance Proposal in the amount of \$240 to use for the Renaissance after school Program and to work with the City in obtaining quotes for General Liability Insurance for the PP4K Foundation made by Director Canchola and seconded by Director Steinbauer. By consensus, motion passes.

B. Participation in the “My Miami Story” hosted by The Miami Foundation (Exhibit A)

By consensus, the Board agreed to proceed with the participation in the My Miami Story program and to present the request to use a City facility at the October 12, 2016 Council Meeting.

3. Next Meeting Date: Wednesday, October 19, 2016 at 6:30pm

4. Adjournment Meeting adjourns at 6:55 pm.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the September 21, 2016 Parks and Police 4 Kids Meeting made by _____ and seconded by _____.

Director Elizabeth Canchola
Director Fernando Horruitiner
Director Frank Silva
Director Jodi Steinbauer
Director Gerardo Vera

APPROVED and ADOPTED this 18 day of October 2016.

Elizabeth Canchola, CHAIR

Exhibit A

Member Companies of Western World Insurance Group

Application

Western World Insurance Company

For

Tudor Insurance Company

Day Care Centers & Nurseries

1. Name of Applicant: Parks & Police 4 Kids, Inc.
 Street address: 8401 NW 53rd Terrace, ATTN: Finance Dept.
 City: Doral State: FL Zip: 33166
 Applicant's Web Site address: n/a

2. Individual Corporation Partnership Other (Explain): _____

3. Date established: 10/6/2006

4. Address of location to be insured (If same as above, write "same".)
 Street address: _____
 City: _____ State: _____ Zip: _____

5. Has applicant had previous insurance for this enterprise? Yes No
 (If yes, provide the following information)

Insurance Company	Policy Period	Limits of Liability	Premium	Occurrence or Claims Made	Type of Coverage

Effective Dates Desired From: 10/3/2016 To: 10/3/2017

6. Is applicant engaged in, owned by, associated with or involved in any other enterprise? (If yes, provide full details): Yes No
Board of Directors are appointed by the Commissioners of the City of Doral.

7. Provide details of licensing, certification or registration needed for this operation: N/A

8. Are you currently operating under a license "warning"? Yes No

If YES, provide full details: N/A

Has your license ever been suspended or revoked? Yes No

If YES, provide full details: N/A

Do you have any outstanding violations cited in an inspection that have not been corrected? Yes No

If YES, provide full details: N/A

9. Provide the number of the following personnel. (Other and Explain)

_____ Partners, Owners, Officers _____
 _____ Full Time Staff _____
 _____ Part Time Staff _____
 _____ Independent Contractors _____

Exhibit A

10. During the past 3 years, have any claims been presented to your Yes No
current or prior insurance carrier? If yes, provide full details.
 Include description of claim, amounts paid and reserves: _____

11. Is the applicant, or any other person for whom insurance is being Yes No
 requested, aware of any circumstance which may result in a claim?
 If yes, provide full details: _____

12. Has applicant, or any other person for whom coverage is being requested, Yes No
 had any liability application denied, policy cancelled or policy not renewed
 in past 3 years? (If yes, provide full details below): _____

13. Number of children facility is licensed for? _____
 Average daily attendance? _____

14. Hours of operation? From: _____ To: _____

15. Annual gross sales? _____

16. This operation is located in one of the following: (Please check one)
 Private home Church School Location built specifically for a day care center or nursery
 Other Give full explanation. Municipal facilities - PROVIDE SPECIFICS

17. Please describe:
 (A) Construction of building _____
 (B) Number of stories _____
 (C) Type of fire protection system _____
 (D) The emergency evacuation plan _____
 (E) Total square footage of building _____
 (F) Functioning and operational fire extinguishers on premises? Yes No
 (G) Functioning and operational smoke and/or heat detectors on premises? Yes No

18. Do you meet state staffing requirements? Yes No
 Give number of children in each age group and teachers/attendants for each group.

Age Group	Number of Children			No. of Teachers
	Full Day	A.M.	P.M.	
1 Thru 12 Months	0	0	0	0
1 Thru 3 Years	0	0	0	0
4 Thru 5 Years	0			
6 Thru 10 Years	0			

Ratio of teachers to children must meet state staffing requirements.

19. Do you require a physical examination or medical certificate before a child is accepted? Yes No

20. Do you accept physically or mentally challenged children? Yes No

If yes, state the number and degree of handicap # _____ Degree _____

Exhibit A

21. Play equipment on premises:
 Swings Jungle Gym Slide Sandbox Trampoline Inflatable bounce equipment
 Other (List): N/A
Is all play equipment securely anchored? Yes No
Is there impact absorbing material under and around play equipment? Yes No

22. Pool Wading Above ground Inground
Size: _____ X _____ FT. Depth: From _____ FT. to _____ FT
Is pool fenced? Yes No Height of fence _____ feet.
Is pool locked when not in use? Yes No

Are day care children allowed to use the pool? Yes No
If so, what is the ratio of adults to children when they are in the pool? _____

What is the age of the pool? _____
Number of pool drains per pool? _____
Do all pool drains and grates have covers that cannot be removed without the use of a tool? Yes No

Does pool comply with requirements of Federal Virginia Graeme Baker Pool & Spa Safety Act? Yes No
If NO provide full details: _____
Drain covers meet the ANSI/ASME A112. 19.8-2007 standard on **EVERY** drain/grate? Yes No
Pool has an automatic shut-off system, gravity drainage system, Safety Vacuum Release System, suction limiting vent system or disabled drain? Yes No
Are dual or multiple drains at least three (3) feet apart? Yes No

Number of diving boards _____ Height of boards _____
Number of slides _____ Height of slides _____

23. Are there any animals on the premises? Yes No
If yes, explain _____
If there are dogs, list breed(s) _____

24. Is yard fully fenced? Yes No

25. Are there any special classes taught? (swimming, gymnastics, for example) Yes No
If yes, list _____

26. Are there any overnight stays? Yes No
If yes, give full details _____

27. Provide full details of field trips including amount of supervision: _____
Are consent forms obtained from all parents before a field trip? Yes No

28. Will you accept a child who is sick? Yes No
If yes, how is situation handled. _____

29. Are any medications administered? Yes No
If yes, do you require a signed consent form from parent or guardian? Yes No

30. Do you have a before/after school program? Yes No
If yes, who is responsible for seeing the child gets to and from school? Parents

31. Do you require written notification if someone other than the parent or guardian will be picking up the child? Yes No

Exhibit A

32. Describe hiring procedures for all employees, including aides, attendants, custodial, etc. Attach a list of all employees along with their experience and qualifications Background checks required

Do you use any volunteers? Yes No
If yes, describe _____

33. **Limits of Insurance Requested:**

General Aggregate Limit (Other Than Products – Completed Operations) \$ 300,000
Products – Completed Operations Aggregate Limit \$ Included
Personal and Advertising Injury Limit \$ 300,000
Each Occurrence Limit \$ 300,000
Damage to Premises Rented by You (Up To \$100,000 Limit Available) \$ _____ Any One (1) Premises
Medical Expense Limit (Up To \$5,000 Limit Available) \$ 1,000 Any One (1) Person
Each Professional Incident Limit (If Applicable) \$ 300,000 -

34. Have you or any employee, volunteer or other person working for you, ever been arrested or convicted of a crime? Yes No
Please provide complete details _____

FOR SEXUAL MOLESTATION COVERAGE , PLEASE COMPLETE QUESTIONS 35 THROUGH 37.
\$25,000/50,000 limit is included at no additional charge. Higher limits are available for an additional premium charge (see below). If sexual molestation coverage is not desired, please check here Coverage is NOT requested.

35. Has your facility had any incidents or claims brought against it for sexual molestation or any other allegation of misconduct? Yes No
Please provide details _____

36. Has any facility that you have been associated with in the past ever had any incidents occur or claims brought against it while you were there? Yes No
Describe _____

37. Does your facility do background checks on all employees and volunteers? Yes No
Describe type of checks performed (prior employer, police, etc.) _____

38. Are there written guidelines in place regarding sexual misconduct? Yes No
If NO, please explain _____

39. Please check the limits you are requesting: \$25,000/50,000 - included
 \$50,000/100,000 \$100,000/300,000 300,000/600,000 \$500,000/1MM \$\$1MM/2MM

Applicant's Signature: _____

Date: _____

Title: _____

Producing Agent: Michelle Y Martin/PRIA



Hispanic Heritage Doral Art Exhibit 2016

Friday, September 16, 2016 | 6:30pm - 8:30pm

A fundraising event to benefit: Parks & Police 4 Kids Foundation

Title: "FRAMBOYAN"

Medium: Oil on Canvas

Size: 16" x 20"

Donated by artist: Aracely Ramos



Item #: 2016-E

Retail Value: \$ 400.00

Minimum Bid Increase: \$ 40.00

Minimum Bid Amount: \$ 160.00

Buyer's Name	Phone Number	Email	Bid Amount
<i>Monica Guevara</i>	<i>7865164418</i>	<i>monyguevara85@gmail.com</i>	\$160.00

Thank you for supporting PP4K!



Hispanic Heritage Doral Art Exhibit 2016

Friday, September 16, 2016 | 6:30pm - 8:30pm

A fundraising event to benefit: Parks & Police 4 Kids Foundation

Title: "HORSE SERIES"

Medium: Ink and Watercolor on Fabrics

Size: 8" x 10"

Donated by artist: Martha C. Guerrero



Item #: 2016-G

Retail Value: \$ 140.00

Minimum Bid Increase: \$ 14.00

Minimum Bid Amount: \$ 56.00

Buyer's Name	Phone Number	Email	Bid Amount
GEORGE ARTAZA	(305) 970-2340	GEORGEARTAZA@BELLSOUTH NET	\$56.00

Thank you for supporting PP4K!



Hispanic Heritage Doral Art Exhibit 2016

Friday, September 16, 2016 | 6:30pm - 8:30pm

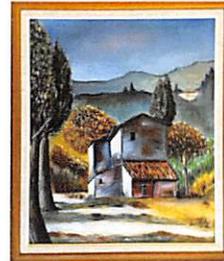
A fundraising event to benefit: Parks & Police 4 Kids Foundation

Title: "TUSCANY"

Medium: Oil on Canvas

Size: 24" x 16"

Donated by artist: Laura Hidalgo Murador



Item #: 2016-C

Retail Value: \$ 350.00

Minimum Bid Increase: \$ 35.00

Minimum Bid Amount: \$ 140.00

Buyer's Name	Phone Number	Email	Bid Amount
			\$140.00

Thank you for supporting PP4K!



Hispanic Heritage Doral Art Exhibit 2016

Friday, September 16, 2016 | 6:30pm - 8:30pm

A fundraising event to benefit: Parks & Police 4 Kids Foundation

Title: "SMALL POPSICLE"

Medium: Sculpture

Donated by artist: Polito



Item #: 2016-J

Retail Value: \$ 200.00

Minimum Bid Increase: \$ 20.00

Minimum Bid Amount: \$ 80.00

Buyer's Name	Phone Number	Email	Bid Amount
			\$80.00

Thank you for supporting PP4K!

