



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

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**Wednesday, June 6, 2018 at 6:00 p.m.**

Doral Police Substation  
Community Room  
3719 N.W. 97<sup>th</sup> Avenue  
Doral, FL 33178

**1. Call to Order / Roll Call of Foundation Members  
Meeting was called to order at 6:08 p.m.**

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Edgar Martinez	Present
Director Alberto Ruiz	Present
Director Jodi Steinbauer	Present

Also present were:

Barbara Hernandez, Parks & Recreation Department Director  
Erin Weislow, Parks & Recreation Department  
Noel Feliciano, Police Department  
Jonathan Lopez, Finance Department  
Karina La Rosa, Office of the City Clerk

**2. Pledge of Allegiance**

**3. Approval of Minutes**

**A. May 2, 2018 Meeting Minutes**

**Motion to approve the May 2, 2018 meeting minutes as presented** made by Director Ruiz and seconded by Director Canchola. By consensus, motion passes unanimously.

**4. Public Comments**

There were no comments made during public comments.

**5. Financial Items:**

**A. April 2018 Bank Reconciliation (*Exhibit A*)**

**B. May 2018 Bank Reconciliation (*Exhibit B*)**

Items 5A and 5B were discussed together.

Director Ruiz inquired about the lost checks that were mailed to John I Smith schools for the payment of the services rendered by the teachers for the after-school program. Jonathan Lopez, Finance Department, advised the Directors that the checks were voided.

**C. Final Insurance Policy (*Exhibit C*)**

Jonathan Lopez, Finance Department, advised that Directors that the Insurance Policy was finalized and approved by the Board.

**D. FY 2017 PP4K Federal Tax Return and Financial Statement**

By consensus, the Board approved the FY 2017 PP4K Federal Tax Return and Financial Statement as presented.

**6. Presentation & Discussion Items:**

**A. Update: Back to School and National Night Out Event - Backpack & Supply Kit Order and Amount (*Director Canchola and Parks & Recreation Department*)**

Items 6A, 6E, 6I, and 6J were discussed together.

Erin Weislow, Parks & Recreation Department, provided the Board with an update on the quotes obtained for the purchase of the backpacks and supplies.

The Board ensued discussion regarding the options that will allow to have better prices for the purchase of the backpacks.

The Board proceeded to discuss the procurement process and the option of obtaining a debit card for the purchase of the backpacks.

By consensus, the Board requested that staff from the Parks & Recreation Department obtain three quotes from three different vendors for 750 backpacks and supplies and to notify the Office of the City Clerk once the quotes are obtained so an Emergency Meeting may be scheduled.

By consensus, the Board requested a copy of the City of Doral procurement policy.

**Motion to obtain a debit card linked to the PP4K bank account where the checks are currently being drawn from to be held by the City of Doral Finance Department made by Director Canchola and seconded Director Horruitiner. By consensus, the motion passes unanimously.**

**Motion to request clarification from the City Attorney's Office and the Finance Department regarding the procedure that should be followed for obtaining a debit card made by Director Ruiz and seconded by Director Steinbauer. By consensus, motion passes unanimously.**

**B. Update: Doral 5K Proceeds (*Parks & Recreation Department*) (*Exhibit D*)**

Erin Weislow, Parks & Recreation Department, provided the Board with an update on the proceeds gathered during the Doral 5K Event.

**C. Update: 2018-2019 After-School Program – Dr. Rolando Espinosa (*Director Canchola, Director Horruitiner, and Police Department*)**

Items 6C and 6D were discussed together.

Director Horruitiner and Noel Feliciano, Police Department, provided the Board with an update on the After-school program to be held at Dr. Rolando Espinosa during the 2018-2019 school year.

The Board ensued discussion regarding the upcoming school year after-school program.

Noel Feliciano, Police Department, advised the Board

Motion to present Kings Bowl with an appreciation plaque for the Sponsorship of the End of the Program Field trip for the John I. Smith School PP4K After-School Program to be presented during the August Council Meeting made by Director Canchola and seconded by Director Ruiz. By consensus, motion passes unanimously.

**D. Discussion: Modification to the After-School Program (*Director Canchola*)**

Items 6C and 6D were discussed together.

**E. Discussion: PP4K Debit Card (*Director Canchola*)**

Items 6A, 6E, 6I, and 6J were discussed together.

**F. Discussion: PP4K Grant Use (*Director Canchola and City Attorney's Office*)**

Barbara Hernandez, provided the Board with an update.

Listen to audio 1:20

**G. Discussion: Miami Foundation and PP4K Collaboration (*Director Canchola and City Attorney's Office*)**

Barbara Hernandez, Parks Recreation Director, provided the Board with a brief description from the City Attorney's Office as to how the grant funds are being planned to be allocated towards a temporary traffic park.

**Motion to appoint Director Canchola as the liaison between the PP4K Foundation and the Miami Foundation** made by Director Horrutiner and seconded by the Director Ruiz. By consensus, motion passes unanimously.

**H. Discussion:** PP4K Independent Attorney & Legal Agent (*Director Canchola*)

By consensus, this item was differed until the in-house City Attorney is hired.

**I. Discussion:** PP4K Accounting Services (*Director Canchola*)

Items 6A, 6E, 6I, and 6J were discussed together.

**J. Discussion:** PP4K Procurement Policy (*Director Canchola*)

Items 6A, 6E, 6I, and 6J were discussed together.

**K. Open Discussion**

The Board ensued discussion regarding fundraising along with the Police Department.

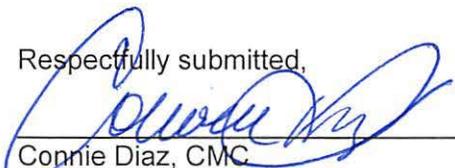
**7. New Business**

**8. Next Meeting Date** To Be Determined

By consensus, the Board will meet on Wednesday, July 11, 2018 at 6:00pm.

**9. Adjournment 7:47p.m.**

Respectfully submitted,

  
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Connie Diaz, CMC  
City Clerk

Motion to approve the minutes of the June 6, 2018 Parks and Police 4 Kids Meeting made by Director Steinbauer and seconded by Director Horrutiner.

Director Elizabeth Canchola  
Director Fernando Horrutiner  
Director Jodi Steinbauer  
Director Edgar Martinez  
Director Alberto Ruiz

*\*not present during vote.*  
yes  
yes  
yes  
yes

APPROVED and ADOPTED this 11<sup>th</sup> day of July 2018.

  
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Elizabeth Canchola, CHAIR