



Finance & Operations Committee Meeting

Thursday, July 1, 2021
3250 S.W. 3rd Avenue (Coral Way)
United Way – Ryder Room
“Virtual Meeting via Zoom Webinar”
9:30 a.m. – 11:00 a.m.

Board of Directors

Kenneth C. Hoffman
Chair
Pamela Hollingsworth
Vice-Chair
Mark A. Trowbridge
Treasurer
Karen Weller
Secretary

Edward Abraham, M.D.
Magaly Abrahamte, Ed.D.
Laura Adams
Matthew Arsenault
Daniel Bagner, Ph.D.
Hon. Dorothy Bendross-Mindingall, Ph.D.
Hon. Danielle Cohen Higgins
Constance Collins
Morris Copeland
Mary Donworth
Richard P. Dunn II
Hon. Juan Fernandez Barquin
Gilda Ferradaz
Lourdes P. Gimenez
Nicole Gomez
Valrose Graham
Mindy Grimes-Festge
Nelson Hincapie
Tiombe Bisa Kendrick-Dunn
Marissa Leichter
Alexandra Martin
Annie R. Neasman
Susan Neimand, Ed.D.
Hon. Orlando Prescott
Javier Reyes
Hon. Isaac Salver
Sandra West

David Lawrence Jr.
Founding Chair

James R. Haj
President & CEO

County Attorney's Office
Legal Counsel

AGENDA

- 9:30 a.m. **Welcome and opening remarks**
Mark Trowbridge
Committee Chair
- 9:35 a.m. **Public Comments**
Mark Trowbridge
Committee Chair
- 9:45 a.m. **Approval of June 3, 2021 Finance & Operations Committee minutes summary**
(Addl. Items packet, Pgs. 3-4)
Mark Trowbridge
Committee Chair
- 9:50 a.m. **Presentation and Approval of the 2021-22 Preliminary Budget and Millage Rate (Pgs. 5-7)**
James R. Haj
President/CEO
William Kirtland
Chief Financial Officer
- 10:10 a.m. **IT Presentation**
James R. Haj
President/CEO
Sheryl Borg
IT Director
- 10:25 a.m. **Resolution**
Mark Trowbridge
Committee Chair

Resolution 2021-A: Authorization to renew services and execute related agreements with multiple IT vendors in a total amount not to exceed \$1,792,471.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects for a term of 12 months, with two agreements commencing on October 1, 2021, and ending September 30, 2022; and request a waiver of the procurement policy. *(Pgs. 8-13)*

The public is allowed to comment on a specific agenda item but must register with the Clerk of the Board prior to being allowed to comment.

10:50 a.m. **CEO Report**

- *Monthly Financial Statements*
- *Selection Committee for Champions for Children – July 7, 2021*
- *TRIM I & TRIM II – September 13 & September 20, 2021*

James R. Haj
President/CEO

11:00 a.m. **Adjourn**

Reminder:
Next Committee Meeting: Thursday, September 2, 2021

The public is allowed to comment on a specific agenda item but must register with the Clerk of the Board prior to being allowed to comment.



**Finance & Operations Committee Meeting
Summary of Actions Taken
June 3, 2021
9:33 a.m.**

These actions were taken by the Finance & Operations Committee meeting held on June 3, 2021, with a quorum of members physically present and some members attending virtually:

***Please note that the number of board members fluctuate based on arrival and departure of some of them throughout the meeting.**

Motion to approve the May 6, 2021 Finance & Operations committee meeting minutes was made by Matthew Arsenault and seconded by Constance Collins. Motion passed unanimously, 6-0.

Resolution 2021-A: Motion to recommend the resolution to the Board of Directors on June 21, 2021 was made by Matthew Arsenault and seconded by Constance Collins. Authorization for a procurement waiver from a formal competitive solicitation to expend monies to be paid to the SIJ Holdings, LLC d/b/a The McClatchy Company, LLC, parent company of the Miami Herald, for services rendered by the Miami Herald to advertise The Children's Trust's truth in millage rate, board vacancies and other advertisements related to funding announcements, activities, initiatives, events and programs, in addition to the 2022 Silver Knight and Spelling Bee sponsorships, in a total amount not to exceed \$75,000.00 for a term of 12 months, commencing October 1, 2021, and ending September 30, 2022. This resolution also seeks retroactive authorization to issue payments to the SIJ Holdings, LLC d/b/a The McClatchy Company, LLC, as of April 2021 through the end of the current fiscal year, for any remaining amounts previously authorized through resolution 2020-67, approved by the board on June 15, 2020. **Motion passed unanimously, 6-0.**

Resolution 2021-B: Motion to recommend the resolution to the Board of Directors on June 21, 2021 was made by Matthew Arsenault and seconded by Gilda Ferradaz. Authorization to negotiate and execute contract renewals with the three agencies, identified herein, for advertising creative, media buying, and community outreach services, in a combined total amount not to exceed \$2,015,000.00, for a term of 12 months, commencing October 1, 2021, and ending on September 30, 2022, with two remaining 12-month renewals, subject to annual funding appropriations. **Motion passed, 5-0. Recusal by Javier Reyes.**

Resolution 2021-C: Motion to recommend the resolution to the Board of Directors on June 21, 2021 was made by Matthew Arsenault and seconded by Javier Reyes. Authorization to negotiate and execute a service agreement with Cay Industries, Inc., d/b/a Print Dynamics, to print and prepare for distribution The Children's Trust's trilingual monthly Parenting Our Children newsletter, in a total amount not to exceed \$40,000.00, for a term of 12 months, commencing on October 1, 2021, and ending on September 30, 2022. **Motion passed unanimously, 6-0.**

Resolution 2021-D: Motion to recommend the resolution to the Board of Directors on June 21, 2021 was made by Gilda Ferradaz and seconded by Dr. Magaly Abrahante. Authorization to execute a service agreement with Yellow Box, Inc., to rent and maintain Yellow Box kiosks in a total amount not to exceed \$50,000.00, for a term of 12 months, commencing October 1, 2021, and ending September 30, 2022. **Motion passed unanimously, 6-0.**

Resolution 2021-E: Motion to recommend the resolution to the Board of Directors on June 21, 2021 was made by Javier Reyes and seconded by Gilda Ferradaz. Authorization to negotiate and execute an agreement with BoardroomPR, a public relations agency, for a term of 12 months, commencing on October 1, 2021, and ending September 30, 2022, to plan and execute public relations campaigns on behalf of The Children’s Trust, in a total amount not to exceed \$42,000.00. **Motion passed unanimously, 6-0.**

Resolution 2021-F: Motion to recommend the resolution to the Board of Directors on June 21, 2021 was made by Constance Collins and seconded by Dr. Magaly Abrahante. Authorization to negotiate and execute a contract renewal with The United Way of Miami-Dade County, Inc., for match funding for the Community Based Care Alliance of Miami-Dade County (CBC Alliance), in a total amount not to exceed \$64,000.00, for a term of 12 months, commencing October 1, 2021, and ending September 30, 2022. **Motion passed, 5-0. Recusal by Gilda Ferradaz.**

Meeting adjourned at 10:48 a.m.

**THE CHILDREN'S TRUST
BUDGET SUMMARY
FISCAL YEAR 2021-2022**

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CHILDREN'S TRUST ARE 2.92% MORE THAN LAST YEAR'S
TOTAL OPERATING EXPENDITURES.**

	General Fund Budget	
REVENUES: Estimated at 95% of ad valorem tax levy of .5000 mills.		
Ad valorem tax revenue	\$ 160,596,075	
Interest/miscellaneous	2,800,000	
Total Revenues	163,396,075	
Fund balance/net assets, October 1, 2021	31,795,916	
Total Estimated Revenues/ Fund Balance/ Net Assets	\$ 195,191,991	
EXPENDITURES:		
Contracted Programs	\$ 162,444,548	90.92%
Operating Expenditures:		
General Administration:		
Salaries and fringe benefits	\$ 9,818,889	
Professional/legal/other contracted services	460,000	
Rent/insurance	485,000	
Travel/communications	220,000	
Supplies/postage/printing	80,000	
Promotional/dues/miscellaneous	45,000	
Total General Administration Expenditures	\$ 11,108,889	
Capital Expenditures:		
Furniture & equipment	\$ -	
Computer software/hardware	10,000	
Total Capital Expenditures	\$ 10,000	
Total Operating Expenditures	\$ 11,118,889	6.22%
Non-Operating Expenditures:		
CRA refund of taxes	\$ 2,400,000	
Property appraiser/tax collector fees	2,700,000	
Total Non-Operating Expenditures	\$ 5,100,000	2.85%
Total Expenditures	\$ 178,663,437	100.00%
Fund Balance, Reserves/ Net Assets	\$ 16,528,554	
Total Expenditures, Reserves, and Fund Balance	\$ 195,191,991	

The tentative, adopted and/or final budgets are on file in the office of the above-mentioned taxing authority as a public record.

The Children's Trust
Fund Balance
Fiscal Years 2020-2022

Description	2020-21 Amended Budget	2020-21 Projected	2021-22 Budget
Millage rate	0.4507	0.4507	0.5000
Beginning fund balance	\$ 50,649,434	\$ 47,284,959	\$ 31,795,916
Revenue: Ad valorem tax	139,822,634	139,822,634	160,596,075
Revenue: Interest/ miscellaneous	2,700,000	2,700,000	2,800,000
Total funds available	\$ 193,172,068	\$ 189,807,593	\$ 195,191,991
Sustain and expand direct services	\$ 146,398,248	\$ 133,954,397	\$ 150,610,248
Community awareness and advocacy	6,034,300	4,948,126	6,034,300
Program and professional development	5,800,000	4,176,000	5,800,000
The Children's Trust management and administration	10,763,703	10,333,155	11,118,889
Non-operating expenditures	4,600,000	4,600,000	5,100,000
Total expenditures	\$ 173,596,251	\$ 158,011,678	\$ 178,663,437
Ending fund balance, reserves/ net assets	\$ 19,575,817	\$ 31,795,916	\$ 16,528,554

The Children's Trust
Core Strategies
Fiscal Years 2020-2022

Description	2020-21 Amended Budgeted Expenditures	2021-22 Budgeted Expenditures	Dollar Difference	Percentage Difference
SUSTAIN AND EXPAND DIRECT SERVICES				
Parenting	\$ 19,661,000	\$ 20,123,000	\$ 462,000	2.35%
Early childhood development	33,841,017	35,841,017	2,000,000	5.91%
Youth development	59,828,817	61,178,817	1,350,000	2.26%
Health and wellness	21,079,306	21,479,306	400,000	1.90%
Family and neighborhood supports	11,988,108	11,988,108	-	0.00%
Total sustain and expand direct services	\$ 146,398,248	\$ 150,610,248	\$ 4,212,000	2.88%
COMMUNITY AWARENESS AND ADVOCACY				
Promote public policy and legislative agendas	\$ 215,300	\$ 215,300	\$ -	0.00%
Public awareness and program promotion	2,969,000	2,969,000	-	0.00%
Promote citizen engagement and leadership to improve child and family conditions	1,115,000	1,115,000	-	0.00%
Cross-funder collaboration of goals, strategies and resources	1,735,000	1,735,000	-	0.00%
Total community awareness and advocacy	\$ 6,034,300	\$ 6,034,300	\$ -	0.00%
PROGRAM AND PROFESSIONAL DEVELOPMENT				
Supports for quality program implementation	\$ 3,100,000	\$ 3,100,000	\$ -	0.00%
Information technology	950,000	950,000	-	0.00%
Program evaluation and community research	500,000	500,000	-	0.00%
Innovation fund	1,250,000	1,250,000	-	0.00%
Total program and professional development	\$ 5,800,000	\$ 5,800,000	\$ -	0.00%
ADMINISTRATION AND NON-OPERATING EXPENDITURES				
Management of The Children's Trust	\$ 10,763,703	\$ 11,118,889	\$ 355,186	3.30%
Non-operating expenditures	4,600,000	5,100,000	500,000	10.87%
Total administration and non-operating expenditures	\$ 15,363,703	\$ 16,218,889	\$ 855,186	5.57%
Total	\$ 173,596,251	\$ 178,663,437	\$ 5,067,186	2.92%

The Children’s Trust Board Meeting

Date: July 19, 2021

Resolution: 2021-A

Strategic Plan Priority Investment Area: Technology

Strategic Plan Headline Community Results: This investment supports all headline community results.

Recommended Action: Authorization to renew services and execute related agreements with multiple IT vendors in a total amount not to exceed \$1,792,471.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects for a term of 12 months, with two agreements commencing on October 1, 2021, and ending September 30, 2022; and request a waiver of the procurement policy.

Budget Impact: Funding in the amount of \$ 1,792,471.00 for this resolution is projected to be available in FY 2021-2022.

Description of Services: This resolution seeks funding to renew various services utilized for the operations of The Children’s Trust and to enter into related agreements with the vendor and/or partners in the case where The Children’s Trust is a member of or participant in a consortium/committee, such as SAMIS and Miami IDEAS. The services, vendors, and funding amounts are as follows:

Service	Vendor Name	Usage	Estimated Funding Amount <small>Changes in funding amounts from prior year are indicated below</small>
Microsoft Enterprise license, and Adobe Creative Cloud	SHI International Corp.	Microsoft products for basic computer needs such as email, word processing. Adobe Creative Cloud for the creation of multimedia artifacts and enhanced pdf documents.	\$105,000.00 (increase of \$15,000.00)
GPaaS	MergeIT	Hosting, maintaining, and supporting the accounting system. Great Plains is used to manage The Children’s Trust finances.	\$100,000.00 (decrease of \$87,000.00)
GPaaS	Core Integrator	Hosting, maintaining, and supporting the document management systems that contain all spending-related documents and approvals prior to monies being spent. It is integrated with Great Plains.	\$32,000.00 (decrease of \$23,000.00)
Thechildrenstrust.org website	Branger+Briz	Hosting, maintaining, and supporting The Children’s Trust’s website to provide information to the general public.	\$55,000.00

Service	Vendor Name	Usage	Estimated Funding Amount Changes in funding amounts from prior year are indicated below
SAMIS	Children's Services Council of Palm Beach County	Fee for the utilization and maintenance of the Services and Activity Management Information System (SAMIS). The Children's Trust is a member of the SAMIS Collaborative, which refers collectively to the Statewide SAMIS Management Committee (SMC) and the SAMIS Management Group (SMG). The Children's Services Council of Palm Beach County is the SAMIS collaborative's fiscal agent.	\$60,000.00 (decrease of \$40,000.00)
Trust Central	Webauthor.com, LLC	The consolidated software as a service solution that allows The Children's Trust and its funded providers to capture, track and report information related to Program Metrics, Contracting, Solicitations, Travel & Expense, Records Management, Performance Measurement, and Customer Relationship Management. The Business Intelligences Reporting and the Integrated Data Repository allow the staff to extract and report on the data entered in Trust Central.	\$230,000.00 (increase of \$8,000.00)
IT Infrastructure as a Service	BMK Media Consulting Corporation	IT Infrastructure Support that will provide the following managed services: host hardware, software, servers setup and maintenance, storage, network equipment, and other infrastructure components.	\$83,471.00
Project management	Asana, Inc.	A project management tracking tool to support The Children's Trust priority projects, track progress, and monitor related tasks.	\$27,000.00 (decrease of \$21,000.00)
CollaborNation	CypherWorx, Inc.	The Trust Academy Learning Management Content System (LMCS) used to track trainings given and taken by Trust staff and provider staff.	\$60,000.00 ¹ (increase of \$6,000.00)
Health Office Anywhere	Frontline Technologies Group, LLC dba Frontline Education	Software as a service solution to track school-based health clinic encounters.	\$200,000.00 ²
WELS	WELS System Foundation	Comprehensive programmatic data system for the Thrive by 5 early learning quality improvement system.	\$250,000.00 ³

Service	Vendor Name	Usage	Estimated Funding Amount Changes in funding amounts from prior year are indicated below
Internet connection Services	AT&T	The dedicated managed circuits for internet access from The Trust's office.	\$25,000.00 ⁵
Professional Development Registry (PDR)	Children's Forum	Data management system for tracking the accomplishments of the early learning workforce, including educational achievements, career advising activities and scholarships.	\$365,000.00 ³
Miami IDEAS (integrating data for effectiveness across systems) Consortium for Children	University of Miami	This Integrated Data System provides the secure technical platform and software services for ongoing data acquisition and processing to link data across systems, inclusive of ensuring proper legal data sharing agreements and governance and providing data analysis and dissemination support.	\$150,000.00 ⁴

¹This item is funded from the program and professional development budget line.

²This item is funded from the health and wellness budget line.

³This item is funded from the early childhood budget line.

⁴This item is funded from the research and evaluation budget line.

⁵This item is funded from the operating expense budget line.

Additionally, The Children's Trust is requesting \$50,000.00 contingency for IT budgeted enhancement projects to be added to the agreements listed above, as needed. Projects are currently estimated at least one year before the projects start, as such this contingency will cover additional costs that might be incurred during the project that may not have been previously estimated. This allows for greater flexibility when completing projects and ensures all necessary enhancements can be completed during the project timeline, rather than waiting another fiscal year to complete all the required enhancements.

Background: The Children's Trust leases software services from several vendors. These software services are crucial to the daily business activities of staff by facilitating their ability to perform assigned tasks, including interacting with providers efficiently, capturing data, tracking funded program activities, and overall program performance.

The software services that are license payments are being presented for renewal following the procurement policy, Exemption to Formal Competitive Solicitation Process, G-9, licenses, and permits for the operation of The Children's Trust. The board previously approved these services and their renewal allow for the continuation of The Children's Trust operations. For the software services that are not licenses, The Children's Trust is requesting a procurement waiver.

Request for Procurement Waiver (requires approval of a 2/3 vote of board members present): This resolution is requesting a waiver of the procurement process to negotiate and execute agreements with vendors for software solutions that were initially selected through a competitive solicitation and are now tailored to meet The Children's Trust's operational needs. Once the services were solicited, the staff at The Children's Trust have worked with the software vendors to customize the software, thereby making it specific to The Children's Trust

use, and concomitantly resulting in a software product adapted for The Trust. Due to the investment in time, effort and funding, it is not practical or economical to solicit these services.

Additionally, two of the services (Project Management Tool and CollaborNation) were procured through a quote process, per the procurement policy, and the Miami IDEAS Consortium was initially a match contract. The table below describes the procurement method and background for each service.

Software	Vendor Name	Procurement Method and Background
GPaaS	MergeIT	Procurement waiver: This vendor was selected as a part of a formal competitive procurement process, RFQ #2017-07, and approved at the June 2017 board meeting.
GPaaS	Core Integrator	Procurement waiver: This vendor was selected as a part of a formal competitive procurement process, RFQ #2017-07, and approved at the June 2017 board meeting.
Thechildrenstrust.org website	Branger+Briz	Procurement waiver: This vendor was selected as a part a formal competitive procurement process, RFQ #2017-05, and approved at the February 2017 board meeting.
SAMIS	Children’s Services Council of Palm Beach County	Exemption G-9: This is the data collection software for the Children’s Services Councils which The Children’s Trust is a member.
Trust Central	Webauthor.com, LLC	Procurement waiver: This software is an extension of SAMIS and as such was selected for the additional enhancements that created Trust Central. This vendor is in the vendor pool, established through RFQ #2017-06 and approved at the April 2017 board meeting.
IT Infrastructure as a Service	BMK Media Consulting Corporation	Procurement waiver: This vendor was selected as a part of a formal competitive procurement process, RFQ #2020-30, and approved at the March 2020 Executive Committee meeting.
Project Management Tool	Asana, Inc.	Quotes: This is a new software selected as part of a quote process as it was less than \$50,000.
CollaborNation	Cypherworx, LLC	Quotes: This software was selected as part of a quote process as it was \$50,000.00 and approved at the October 2018 board meeting.
Health Office Anywhere (formerly known as Healthmaster)	Frontline Technologies Group, LLC dba Frontline Education (formerly known as Education Health, LLC dba Healthmaster)	Exemption G-9: This software was selected as part of a formal competitive procurement process, RFQ #2018-10, and approved at the October 2018 board meeting.

Software	Vendor Name	Procurement Method and Background
WELS	WELS System Foundation	Procurement waiver: This software was selected as part of a formal competitive procurement process, RFP #2015-05, and approved at the May 2015 board meeting as part of the Early Learning Coalition award. In March 2019 it was approved through a procurement waiver.
Internet Connection Services	AT&T	Quotes: This software was selected as part of a quote process as it was less than \$50,000.00 and approved at the June 2020 board meeting.
Professional Development Registry (PDR)	Children’s Forum	Procurement waiver: This software was selected as part of a formal competitive procurement process, RFP #2016-07, and approved at the May 2016 board meeting as part of the Children’s Forum award. Subsequently, in March 2019 it was approved through a procurement waiver.
Miami IDEAS Consortium for Children	University of Miami	Procurement waiver: This software was initially created through a partnership with the University of Miami, Miami-Dade County Public Schools, The Children’s Trust, Early Learning Coalition of Miami-Dade/Monroe, and the Miami-Dade County Community Action and Human Services Department Head Start/Early Head Start program, which was funded by the U.S. Department of Education’s Institute of Education Sciences (IES). The Children’s Trust funding began in March 2018 (Resolution #2018-41) to sustain the continuation of the software created by the federal funding.

The foregoing recommendation was offered by _____ who moved its approval. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

The Chairperson thereupon declared the resolution duly passed and adopted this **19th day of July 2021.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____
SECRETARY

Approved by County Attorney for form and legal sufficiency _____