



Finance & Operations Committee Meeting

Thursday, August 30, 2018
The Children's Trust
3150 S.W. 3rd Avenue, 8th Floor
Conference Room A
9:30 a.m. – 11:00 a.m.

Board of Directors

Laurie Weiss Nuell
Chair
Lily de Moya
Vice Chair
Kenneth C. Hoffman
Treasurer
Karen Weller
Secretary

Magaly Abrahante, Ph.D.
Daniel Bagner, Ph.D.
Miguel Balsera, Ph.D.
Rodester Brandon
Mary Donworth
Rep. Nicholas Duran
Dr. Antonia Eyssallenne
Gilda Ferradaz
Mindy Grimes-Festge
Nelson Hincapie
Pamela Hollingsworth
Steve Hope
Esther Jacobo
Tiombe Bisa Kendrick-Dunn
Inson Kim
Nancy Lawther, Ph.D.
Marissa Leichter
Frank Manning
Susan Neimand, Ph.D.
Marta Pérez, Ph.D.
Judge Orlando Prescott
Hon. Isaac Salver
Com. Xavier L. Suarez
Mark Trowbridge
Rita Vega

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** Kenneth C. Hoffman
Committee Chair
- 9:35 a.m. **Public Comments** Kenneth C. Hoffman
Committee Chair
- 9:45 a.m. **Approval of July 5, 2018 Finance & Operations
Committee minutes summary**
(Addl. Items packet, Pgs. 3-4) Kenneth C. Hoffman
Committee Chair
- 9:50 a.m. **Updates to Procurement Policy** James R. Haj
President/CEO
Vivianne Bohorques
Chief Operations Officer
- 10:15 a.m. **Resolutions** Kenneth C. Hoffman
Committee Chair
- Resolution 2018-A:** Authorization to negotiate and execute a twelfth-year match renewal with The United Way of Miami-Dade County, Inc., as the fiscal agent 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, 2018 and ending September 30, 2019.
(Pgs. 5-8)
- Resolution 2018-C:** Authorization to expend up to \$50,000.00 for Community Engagement Team support services in the Haitian Community with Hermantin Consulting, LLC., for 12 months, commencing October 1, 2018 and ending September 30, 2019. *(Pgs. 9-11)*

The public is allowed to comment before presentation of resolutions but must register with the Clerk of the Board prior to being allowed to comment.

10:25 a.m. **CEO Report**

James R. Haj
President/CEO

- *Fiscal PIP*
- *Monthly Financials*
- *Family Expo – September 8, 2018*
- *TRIM dates:*
 - *1st TRIM: Tuesday, September 4, 2018*
 - *2nd TRIM: Monday, September 17, 2018*

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

Reminder:

Next Committee Meeting: Thursday, October 4, 2018



Finance & Operations Committee Meeting Summary
July 5, 2018
9:30 a.m.

These actions were taken by the Finance & Operations Committee on July 5, 2018:

Motion to approve the June 7, 2018 Finance & Operations Committee meeting minutes was made by Hon. Isaac Salver and seconded by Esther Jacobo. Motion passed unanimously, 4-0.

Motion to recommend the preliminary Budget for FY2018-19 to the Board of Directors on July 9, 2018 was made by Steve Hope and seconded by Rep. Nicholas Duran.

Resolution 2018-A: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Esther Jacobo and seconded by Hon. Isaac Salver. Authorization to negotiate and execute a contract with Marcum LLP for financial auditing services of The Children's Trust, in a total amount not to exceed \$26,250.00, commencing August 1, 2018 and ending July 31, 2019, with four possible 12-month renewals. **Motion passed unanimously, 4-0.**

Resolution 2018-B: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Rep. Nicholas Duran and seconded by Esther Jacobo. Authorization for the expenditure of up to \$8,000.00, in addition to the \$23,000.00 that has already been expended, in a total amount not to exceed \$31,000.00 in FY 2017-18, with Konica Minolta Business Solutions U.S.A., Inc. for comprehensive management of print services. **Motion passed unanimously, 4-0.**

Resolution 2018-C: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Rep. Nicholas Duran and seconded by Esther Jacobo. Authorization to retroactively ratify the agreement with TM Telcomm Corp. for voice over IP (VoIP) telephone and internet services pursuant to a service order agreement and to authorize fiscal year 2018-19 expenditures, subject to available funding, in a total amount not to exceed \$95,000.00 for a term of 12 months, commencing October 1, 2018 and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-D: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Esther Jacobo and seconded by Hon. Isaac Salver. Authorization to enter into a third and final-year agreement with Wow Factor Marketing Group, Inc., an agency selected from the 2016-2019 vendor pool for media buying services and market research, in a total amount not to exceed \$1,131,000.00, inclusive of \$961,350.00 to purchase media, and \$169,650.00 in agency fees and market research for a term of 12 months, commencing, October 1, 2018, and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-E: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Hon. Isaac Salver and seconded by Rep. Nicholas Duran. Authorization to enter into a third and final-year agreement with Imaginart Media Productions, LLC, an agency selected from the 2016-2019 vendor pool for community outreach and media buying targeting the Creole-speaking Haitian community in Miami-Dade County; administration and oversight of The Children's Trust's leased Yellow Box displays; and English-Creole translation services, in a total amount not to exceed \$156,215.00 for a term of 12 months commencing, October 1, 2018, and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-F: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Rep. Nicholas Duran and seconded by Hon. Isaac Salver. Authorization to enter into a third and final-year agreement with Armstrong Creative Consulting Inc., an agency selected from the 2016-2019 vendor pool for urban media buying and community outreach targeting the African-American, faith-based community in Miami-Dade County, in a total amount not to exceed \$148,785.00 for a term of 12 months commencing, October 1, 2018, and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-G: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Esther Jacobo and seconded by Rep. Nicholas Duran. Authorization to enter into a third and final-year agreement with Madison South, LLC, an agency selected from the 2016-2019 vendor pool for the purpose of providing graphic design services, in a total amount not to exceed \$40,000.00 for a term of 12 months commencing, October 1, 2018, and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-H: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Esther Jacobo and seconded by Rep. Nicholas Duran. Authorization to enter into a third and final-year agreement with the M Network Inc., an agency selected from the 2016-2019 vendor pool for creative advertising production services, off-site Miami Heart Gallery project management, and select public relations projects, in a total amount not to exceed \$268,000.00. for a term of 12 months, commencing October 1, 2018, and ending on September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-I: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Esther Jacobo and seconded by Rep. Nicholas Duran. Authorization for a procurement waiver from a formal competitive solicitation to expend monies paid to the Miami Herald Publishing Co. for The Children's Trust's advertisements related to funding announcements, activities, initiatives, events and programs, and 2019 Silver Knight sponsorship, in a total amount not to exceed \$100,000.00 for a term of 12 months commencing, October 1, 2018, and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-J: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Rep. Nicholas Duran and seconded by Esther Jacobo. Authorization to enter into a third and final-year agreement with Palley Promotes Inc., an agency selected from the 2016-2019 vendor pool for public relations services, in a total amount not to exceed \$36,000.00 for a term of 12 months commencing, October 1, 2018 and ending September 30, 2019. **Motion passed unanimously, 4-0.**

Resolution 2018-K: Motion to recommend the resolution to the Board of Directors on July 9, 2018 was made by Esther Jacobo and seconded by Rep. Nicholas Duran. Authorization to retroactively ratify the purchase agreement with Linda S. Weston dba Ahead Advertising Specialties to add \$2,100.00 to the \$50,000.00 that has already been allocated, for a new total amount not to exceed \$52,100.00 in FY 2017-18 for Trust-branded promotional items. **Motion passed unanimously, 4-0.**

Meeting adjourned at 10:25 a.m.

The Children's Trust Board Meeting

Date: September 4, 2018

Resolution: 2018-A

Strategic Plan Priority Investment Area: Community Engagement and Advocacy

Strategic Plan Headline Community Result(s): Cross-funder collaboration of goals, strategies and resources.

Recommended Action: Authorization to negotiate and execute a twelfth-year match renewal with The United Way of Miami-Dade County, Inc., as the fiscal agent 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, 2018 and ending September 30, 2019.

Budget Impact: Funding in the amount of \$64,000.00 is projected to be available in FY 2018-19.

Description of Services:

Since August 2007, The Children's Trust has provided annual funding to the Community Based Care Alliance of Miami-Dade County (CBC Alliance) to defray staff and operational costs. If approved, this would be the twelfth such contract with the United Way serving as fiscal agent for the CBC Alliance. Funding for one staff position and operating costs allows the CBC Alliance board and its subcommittee work groups to function adequately to advocate, monitor, evaluate and propose improvements to the child welfare system. Recommendations by the CBC Alliance help to improve the well-being of children in the foster care system and promote the integration of privatized foster care with other social services programs, including The Children's Trust's direct services programs.

Of the \$64,000.00 invested by The Children's Trust, \$55,000.00 supports the CBC Alliance director position and operating costs. In addition, \$9,000.00 of The Children's Trust grant will support the CBC Alliance 13 Annual Regional Child Welfare Conference.

The CBC Alliance director is responsible for the day-to-day operations of the CBC Alliance, the implementation of its mission, goals and responsibilities, and provides administrative guidance to the Alliance and the Chair or his/her designee, in addition to the following activities:

- organizing and attending monthly CBC Alliance meetings;
- preparing and disseminating minutes from all committee meetings and a summary of all full board meeting minutes;
- conducting follow-up activities after all full board and committee meetings;
- participating in child welfare system and community meetings and events as the CBC Alliance representative;
- facilitating meetings and ensuring action plans are developed and completed for board-driven priorities and projects;
- engaging in regular communication with the CBC Alliance related to community events and advocacy opportunities;
- overseeing all operational issues with respect to the CBC Alliance; and
- engaging in activities related to ongoing projects of the CBC Alliance.

The 13th Annual Regional Child Welfare Conference is a one-day event for county-wide community partners. It offers coordinated, evidence-based training that supports improved services for children and their families. This year's theme is "It Begins With You: Empowerment to Make A Difference". Speakers include Senator Renee Garcia, Allison Golden Psy.D, and David Lawrence Jr.

As the fiscal agent, the United Way of Miami-Dade County, Inc., has agreed to continue coordinating the payment for the staff position, using the funds from this contract together with the funding commitments from other agencies.

Background: This funding is in accordance with the procurement policy, section 2007 Match Funding. This policy allows for allocation of funds that are defined as "funds received from a source other than The Children's Trust to increase community financial resources and expand quality programs for children, youth and families living in Miami-Dade County". In addition to the funding from The Children's Trust the following agencies will be contributing to the staff position and operating expenses of the CBC Alliance:

The Department of Children and Families (\$11,796.00 in-kind)
The Ware Foundation (\$17,555.00)
Voices for Children Foundation, Inc. (\$1,200.00)
The Early Learning Coalition of Miami-Dade/Monroe (\$13,750.00)
Our Kids of Miami-Dade/Monroe (\$1,500.00)
Domestic Violence Initiative (\$9,340.78)

The CBC Alliance was established under Section 20.19(6), Florida Statutes, to carry out the mission of providing a local community presence to guide the development of community-based care for child welfare in Miami-Dade County. While the CBC Alliance is statutorily created, it has always been the responsibility of local stakeholders to establish it as a functional body that promotes the interests of children and families associated with the child welfare system.

The CBC Alliance is composed, by law, of mandatory representatives, and includes several members through expansion, so that at any given time the body consists of over 20 participating members. The Children's Trust is a mandatory representative to the CBC Alliance, as the children's service council representative.

The mission of the CBC Alliance is to engage the community in advocating for a family centered, culturally competent, and outcomes-driven system of care that enhances the safety, permanency and well-being of children and families. In the child welfare system, the CBC Alliance has focused on: (1) redesigning the system of care for children in or diverted from the juvenile dependency system; (2) serving as the lead advocate for implementation of research-based best practices for the provision of services to dependent and other children in some manner associated with the child welfare system, including the advent of "structured decision-making" in the child welfare system; (3) advocating for additional funding for traditionally state-operated social services components; and, (4) maintaining an open community forum for addressing the challenges associated with the unfolding community-based (privatized) system of care for dependent children and for continuing improvement of that privatized system.

In addition to the activities listed above, the CBC Alliance:

- conducted the Annual Regional Child Welfare Conference;
- actively participated with the Florida Department of Health, Kristi House, Our Kids, Full Case Management Agencies, and Florida International University through the Teen Sexual Health Workgroups;
- launched a three module Training initiative through the Teen Sexual Health

Workgroups on Teen Sexual Health, Case Management, and the LGBTQ community with the help of Our Kids and the YES Institute;

- facilitated communications through collaborative meetings between multiple Foster Parent Associations, Community Partners, DCF, CLS and OurKids;
- actively participated and facilitated the Visitation and Transportation Quality Improvement Workgroup involving collaborative partnerships with Full Case Management Agencies, Judiciary, Florida Foster Parent Association, Early Learning Coalition, Our Kids of Miami-Dade/Monroe County, and Guardian Ad Litem program. This workgroup is an ongoing initiative to create new visitation parenting centers across Miami-Dade County.
- participated in the System of Care Committee: Mapping Evidence Based Services in Miami-Dade County, developing solutions for a higher level of care within the Child Welfare System.
- participated in Collaborative Domestic Violence Awareness Campaign;
- revisited the Dependency "Bench Book" to strategically plan effective ways to continue implementation of visitation through the reunification process in child welfare;
- launched the new CBC Alliance website;
- developed the Dependency Provider's Workgroup and collaborated with South Florida Behavioral Health Network and their providers to implement a system that bridges the gap of communication between the court and the provider. Solutions managing reports being translated to all parties within a case were discussed and implemented to obtain a better outcome for our Child Welfare System;
- participated and Hosted the First Annual Statewide Community Based Care Alliance Workgroup Meeting held at the 2018 DCF Child Protection Summit;
- participated with OurKids and The National Resource Center for Diligent Recruitment in assisting to develop a comprehensive targeted recruitment program implementing effective retention practices. Provided their input on the recruitment, development, and support of foster families; and
- conducted the CBC Alliance-Guardian ad Litem Training Series.

Geographic Area: Countywide.

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 4th day of September, 2018.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____

The Children's Trust Board Meeting

Date: September 4, 2018

Resolution: 2018-B

Strategic Plan Priority Investment Area: Community Awareness and Advocacy – Promote citizen engagement and leadership; Public awareness and program promotion; Cross-funder collaboration of goals, strategies and resources.

Strategic Plan Headline Community Result(s): Children are supported by nurturing and involved parents; Students are succeeding academically; Children behave appropriately in schools, home and community; Youth successfully transition to adulthood.

Recommended Action: Authorization to expend up to \$50,000.00 for Community Engagement Team support services in the Haitian Community with Hermantin Consulting, LLC., for 12 months, commencing October 1, 2018 and ending September 30, 2019.

Budget Impact: Funding in the amount of \$50,000.00 is projected to be available in FY 2018-19.

Background: The Children's Trust Community Engagement team was established in 2015 to support the core value of the existing strategic plan for The Children's Trust to "See youth and families as change agents, in addition to program participants". Its mission is to listen, connect and engage individuals and agencies to support positive community change. The team is comprised of four community-based staff who are assigned to the four designated quadrants of Miami-Dade County (North, South, Central, and Northeast) and serves to promote the mission and vision of The Children's Trust by collaborating with community stakeholders. The role of the community liaison is to provide essential supports in pursuit of this endeavor.

In accordance with the procurement policy, section 2000-E, General Purchasing and Procurement Policy – Purchase of Good and Services greater than \$5,000 and up to \$50,000, quotes were solicited for the announced opportunity. Three independent consultants responded and expressed interest by submitting their qualifications and a proposal. Staff reviewed the responses based on the following criterion:

- submission completeness;
- the relevant professional qualifications and demonstrable related experience;
- the proposed scope of work;
- the proposed fee for the services;
- the professional references provided; and
- a written summary of activities and outcomes/accomplishments related to community engagement conducted in the Haitian-American community.

Of the quotes received, Hermantin Consulting LLC. was the highest-ranking and demonstrated the most experience providing the services requested. Leonie Hermantin is the primary

operator of Hermantin Consulting, LLC. The Children's Trust first contracted with Ms. Hermantin in May 2015 to help expand and enhance the overall capacity of the Community Engagement team. Since then, she has been working with the Haitian-American community in Miami-Dade County on The Trust's behalf and has successfully supported the team's mission, focus and reach.

Description of Services: Using her professional and academic expertise, Ms. Hermantin will continue to help the Haitian-American community design and implement culturally sensitive community-driven projects and plans focused on improving neighborhood conditions and building capacity, with the intent of improving communal environmental factors for youth development. Such growth and capacity development will be demonstrated as community members lead efforts to address communal risk and protective factors. Ms. Hermantin has demonstrated great results leading this effort. During the solicitations process, Ms. Hermantin lead the strategy to ensure that organizations serving the Haitian community were engaged in the process. Many of the agencies either applied for funding directly or partnered with an organization who applied. As a result, The Children's Trust increased the number of sites serving the Haitian community by over 150%.

Over the next year, Ms. Hermantin will develop and maintain a list of specific community engagement projects and steps to demonstrate her impact and contributions to the mission of The Children's Trust and the goals of the Community Engagement team. These projects will be tracked and reported as activities, planning meetings, existing/needed resource assessment, and overall outcomes.

Ms. Hermantin's principal responsibilities will be to:

- facilitate and participate in meetings with individuals, community organizations, professional groups, neighborhood groups, faith-based groups, corporations and others to promote an understanding of community needs;
- promote and raise awareness of The Children's Trust program investments;
- serve as a liaison between The Children's Trust and the Haitian-American and North Miami/Northeast Miami-Dade quadrant;
- facilitate listening sessions and provide support for youth involvement forums;
- convene community/resident leaders to solicit cultural understanding for community issues, needs, and priorities;
- work with community groups/collaborations to facilitate the development and execution of resident lead plans and projects;
- remain informed of data-driven community information, demographic characteristics, growth patterns, projected municipal and community plans and other information affecting children and families;
- jointly plan and participate in the development of community-based special events;
- assist in the planning and development of new community programs and in the expansion of existing programs based on community priorities and data demonstrated needs;
- engage in organized youth violence prevention efforts led by the community;
- develop, maintain and implement a community engagement action plan;
- prepare reports of findings, conclusions and recommendations to provide guidance for improved programmatic, community outreach and engagement investments; and
- perform other duties at the request of The Children's Trust.

Geographic Area: Countywide.

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 4th day of September, 2018.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____
SECRETARY

Approved by County Attorney for form and legal sufficiency _____