



Finance & Operations Committee Meeting

Thursday, November 1, 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

Kenneth C. Hoffman
Chair
Lily de Moya
Vice Chair
Steve Hope
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
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
Javier Reyes
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**

Steve Hope
Committee Chair

9:35 a.m. **Public Comments**

Steve Hope
Committee Chair

9:45 a.m. **Approval of October 4, 2018 Finance & Operations
Committee minutes summary**
(Addl. Items packet, Pgs. 3-4)

9:50 a.m. **Budget Amendment**

James R. Haj
President/CEO
William Kirtland
Chief Financial Officer

9:55 a.m. **Proposed changes to Article VII. General Powers
of the Board, 3. Budget of the Bylaws**

James R. Haj
President/CEO
Imran Ali
Chief of Staff
William Kirtland
Chief Financial Officer

10:10 a.m. **Resolution**

Steve Hope
Committee Chair

Resolution 2019-A: Authorization to negotiate and execute a third-year contract with Branger+Briz, Inc., in a total amount not to exceed \$97,100.00 for a term of 12 months, commencing October 1, 2018, and ending on September 30, 2019. *(Pgs. 5-6)*

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.

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

James R. Haj
President/CEO

- *CEO Report on contracts under \$25,000.00 (Pg. 7)*
- *David Lawrence Jr. book signing and reception: November 5, 2018*

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

Reminder:

Next Committee Meeting: Thursday, January 10, 2019



**Finance & Operations Committee Meeting Summary
October 4, 2018
9:32 a.m.**

These actions were taken by the Finance & Operations Committee on August 30, 2018:

Motion to approve the August 30, 2018 Finance & Operations Committee meeting minutes was made by Rep. Nicholas Duran and seconded by Steve Hope. Motion passed unanimously, 5-0.

Resolution 2019-A: Motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Steve Hope and seconded by Dr. Magaly Abrahante. Authorization to enter into a service agreement with Actors' Playhouse at the Miracle Theatre Inc., for co-production and presenting sponsorship of the Young Talent Big Dreams talent search, in an amount not to exceed \$50,000.00 for a term of 12 months, commencing on October 1, 2018, and ending on September 30, 2019. **Motion passed, 4-0. Recusal by Mark Trowbridge**

Resolution 2019-B: Motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Mark Trowbridge and seconded by Steve Hope. Authorization to enter into a third and final agreement with Schermer Creative Group, Inc., an agency selected from the 2016-2019 vendor pool for the purpose of providing six videos for the 2019 Champions for Children awards ceremony for an amount not to exceed \$30,000.00, and for regular and ongoing English/Spanish translation services being provided by the agency for \$8,000.00, in a total amount not to exceed \$38,000.00 for a term of 12 months, commencing on October 1, 2018, and ending on September 30, 2019. **Motion passed unanimously, 5-0.**

Resolution 2019-C: First motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Steve Hope and seconded by Mark Trowbridge. Authorization to release a request for proposals (RFP) for print services for *Parenting Our Children*, The Children's Trust's monthly parenting newsletter, for a total amount not to exceed \$55,000.00. **Motion passed unanimously, 5-0. Second motion to amend the resolution to reflect "Authorization to release a request for qualifications (RFQ) was made by Steve Hope and seconded by Rep. Nicholas Duran. Motion passed unanimously, 5-0. Final motion was made by Mark Trowbridge and seconded by Dr. Magaly Abrahante. Motion passed unanimously, 5-0.**

Resolution 2019-D: Motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Steve Hope and seconded by Rep. Nicholas Duran. Authorization for the expenditure of dues for membership in the Florida Children's Council, Inc. (FCC) in a total amount not to exceed \$132,513.00 for a term of 12 months, commencing October 1, 2018 and ending September 30, 2019. **Motion passed unanimously, 5-0.**

Resolution 2019-E: Motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Steve Hope and seconded by Mark Trowbridge. Authorization to negotiate and execute a contract with CypherWorx, Inc. to utilize its Learning Content Management System (LCMS) for online learning content and reporting in a total amount not to exceed \$50,000.00, commencing October 1, 2018 and ending September 30, 2019. **Motion passed unanimously, 5-0.**

Resolution 2019-F: Motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Steve Hope and seconded by Rep. Nicholas Duran. Authorization to enter into agreements with the Agency for Healthcare Administration (AHCA) on behalf of three school health providers, to draw down \$4,523,234.00 of Low Income Pool (LIP) funding by providing a local match and reducing the three school health providers' funding awards in a combined total amount of \$2,587,312.00. **Motion passed unanimously, 5-0.**

Resolution 2019-G: Motion to recommend the resolution to the Board of Directors on October 22, 2018 was made by Steve Hope and seconded by Mark Trowbridge. Authorization to negotiate and execute a contract with Healthmaster Holdings LLC for a software as a service solution to track school-based health clinic interactions, in a total amount not to exceed \$250,000.00, commencing October 1, 2018, and ending September 30, 2019, with four possible 12-month renewals. **Motion passed unanimously, 5-0.**

Meeting adjourned at 10:00 a.m.

The Children's Trust Board Meeting

Date: November 19, 2018

Resolution: 2019-A

Strategic Plan Priority Investment Areas: Public Awareness and Program Promotion
Program Evaluation and Community Research

Strategic Plan Headline Community Result(s): This investment supports all community results.

Recommended Action: Authorization to negotiate and execute a third-year contract with Branger+Briz, Inc., in a total amount not to exceed \$97,100.00 for a term of 12 months, commencing October 1, 2018, and ending on September 30, 2019.

Budget Impact: Funding in the amount of \$97,100.00 for this resolution is allocated for FY 2018-19.

Background: The Children's Trust released a request for qualifications (RFQ), #2017-05, on November 21, 2016. Of the six applicants who responded to the RFQ, Branger+Briz, Inc. (Branger+Briz) was initially selected for this contract in 2017. Branger+Briz is recommended for a third contract renewal because of its efficiency, professionalism and talent in executing The Children's Trust's digital footprint redesign. This contract will represent the continuation of work described herein, part of which was projected to be completed during FY 2017-18 but was delayed due to a shift of internal resources to support a successful solicitation release and contract execution.

Description of Services: Branger+Briz will continue to develop mobile-friendly digital solutions that easily integrate various platforms used by The Children's Trust. Doing so will further the programmatic reach and impact of The Children's Trust, as well as provide a route for direct feedback from parents and program participants. We also expect the increased access to improve overall data quality and availability. This phase of the digital footprint redesign will include, but is not limited to:

- **Developing a new and more advanced mobile application.**
This will help parents better access programs and tailored, relevant information (including age-appropriate parenting tips and children's book reviews) from wherever they are through their mobile devices; search and register their children for Trust-funded programs directly through the app; calendar events; connect through social media; permit The Children's Trust to push messages, notifications and information to those who have downloaded the app for direct two-way communication with end users of programs and services; and build our database of subscribers.
- **Enhancing features and functionality of The Children's Trust's websites.**

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 19th day of November, 2018.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____

THE CHILDREN'S TRUST President/CEO Contracts - </= \$25,000 July 1, 2018 through September 30, 2018				
	Organization	# Served	Final Contract Amount	Description
Promote Citizen Engagement and Leadership				
1	Agape 4 Orphans International Inc	32	\$20,000.00	A six-week summer program serving children with disabilities which supports literacy and fitness components in the Coconut Grove community.
2	Digit All City Inc	294	\$8,000.00	Support to partner with Miami-Dade County Police Department to launch two Computers For Guns events in the north and south areas of the County.
3	Diva Arts and Entertainment Inc	75	\$5,000.00	A seven-week summer program for children/youth which supports literacy and fitness components in the Miami Gardens community.
4	Evolutionary Arts Life Foundation Inc	60	\$20,000.00	A nine-week summer program for children/youth which supports literacy and fitness components in the Miami Gardens community.
5	Greater St Matthews Holiness Church Inc	50	\$20,000.00	A six-week summer program for children/youth which supports literacy and fitness components in the Florida City community.
6	Ground Game Training LLC	60	\$20,000.00	A eight-week summer program for children/youth which supports literacy, fitness and life skills components in the South Miami community.
7	Lil Abner Foundation Inc	85	\$10,000.00	A 12-week program for children/youth which supports literacy and fitness components in the Sweet Water community.
8	Miami Bridge Youth and Family Services Inc	20	\$19,300.00	A six-week program for children/youth which supports literacy, fitness and field trip components in north and south areas of the County.
9	Mourning Family Foundation Inc	400	\$20,000.00	Support to partner with NAACP and Mourning Family Foundation to provide a youth anti-violence program and community events for 400 youth ages 14-18.
10	The Center for Virtual and Community Advancement Inc	50	\$20,000.00	A six-week program for children/youth which supports literacy and fitness components in the Florida City community.
11	Victory For Youth Inc	200	\$20,000.00	A eight-week summer program for children/youth which supports literacy and fitness components in the for multiple sites across the County.
		Subtotal	\$182,300.00	
				Note about these programs: These grants serve 1,326 children/youth who live in high-need neighborhoods throughout Miami-Dade County. The grantees also leverage funds from other funders and sources amounting to nearly \$568,710. This is a 1:3 funding leverage investment opportunity for The Children's Trust.
Public Awareness and Program Promotion				
1	Alhambra Music Inc	2,000	\$10,000.00	Sponsorship of Spooky Symphony, a free Halloween-themed classical music concert.
2	Miami Dade College Foundation Inc	10,000	\$10,000.00	Sponsorship of Miami Book Fair's Children's Alley.
3	Voice of Love Training and Development	500	\$10,000.00	Sponsorship of family-oriented resource event providing free health screenings and resources.
		Subtotal	\$30,000.00	
Supports for Quality Program Implementation and Fiscal/admin				
1	Read to a Child Inc	Read to a Child's Lunchtime Reading Program in Miami Dade County	\$5,000.00	Read to a Child's Lunchtime Reading Program in Miami Dade County
2	Cornerstone Global Collaborative LLC	200-300	\$800.00	School Health Professional Development Training on 'Domestic Violence'.
		Subtotal	\$5,800.00	
		Total	\$218,100.00	

Program	Total Funded	# Contracts
Promote Citizen Engagement and Leadership	\$182,300.00	11
Public Awareness and Program Promotion	\$30,000.00	3
Supports for Quality Program Implementation and Fiscal/admin	\$5,800.00	2
TOTAL	\$218,100.00	16