



## Finance & Operations Committee Meeting

Thursday, May 7, 2020

The Children's Trust

Board Teleconference

**"Virtual Meeting via Zoom Webinar"**

9:30 a.m. – 11:00 a.m.

### Board of Directors

Kenneth C. Hoffman  
Chair

Mark A. Trowbridge  
Vice-Chair

Steve Hope

Treasurer  
Karen Weller  
Secretary

Magaly Abrahante, Ph.D.

Laura Adams

Matthew Arsenault

Daniel Bagner, Ph.D.

Hon. Juan Fernandez-Barquin

Hon. Dorothy Bendross-Mindingall, Ph.D.

Constance Collins

Mary Donworth

Richard P. Dunn II

Beth Edwards

Gilda Ferradaz

Lourdes P. Gimenez

Nicole Gomez

Mindy Grimes-Festge

Nelson Hincapie

Pamela Hollingsworth

Monique Jiménez-Herrera, PsyD.

Hon. Barbara Jordan

Maurice Kemp

Tiombe Bisa Kendrick-Dunn

Marissa Leichter

Frank Manning

Susan Neimand, EdD.

Hon. Orlando Prescott

Javier Reyes

Hon. Isaac Salver

Michael Turino

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 March 5, 2020 Finance & Operations  
Committee minutes summary**  
*(Addl. Items packet, Pg.2)*

Steve Hope  
*Committee Chair*

9:50 a.m. **Review Five-Year Budget Plan**

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

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

**Resolution 2020-A:** Authorization to negotiate and execute a contract renewal with Marcum LLP, for financial auditing services, in a total amount not to exceed \$27,750.00, for a term of 12 months, commencing August 1, 2020, and ending July 31, 2021, with two remaining 12-month renewals, subject to annual appropriations. *(Pgs. 3-4)*

Steve Hope  
*Committee Chair*

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

- *Monthly Financial Statements*
- *Quarterly Reporting of Goods and Services Expenditures.*

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

James R. Haj  
*President/CEO*

### Reminder:

**Next Committee Meeting: Thursday, June 4, 2020**

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.



**Finance & Operations Committee Meeting Summary**  
**March 5, 2020**  
**9:31 a.m.**

**These actions were taken by the Finance & Operations Committee meeting on March 5, 2020:**

**\*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 February 6, 2020 Finance & Operations committee meeting minutes was made by Mark Trowbridge and seconded by Javier Reyes. Motion passed unanimously, 6-0.**

**Resolution 2020-A: Motion to recommend the resolution to the Board of Directors on March 16, 2020 was made by Mark Trowbridge and seconded by Gilda Ferradaz.** Authorization to negotiate and execute a contract with BMK Media Consulting Corporation, an Infrastructure as a Service (IaaS) vendor, in a total amount not to exceed \$117,477.00, for a term of 15 months, commencing July 1, 2020, and ending September 30, 2021, with four remaining 12-month renewals subject to annual funding appropriations. **Motion passed unanimously, 7-0.**

**Resolution 2020-B: Motion to recommend the resolution to the Board of Directors on March 16, 2020 was made by Dr. Magaly Abrahante and seconded by Nelson Hincapie.** Authorization to enter into a contract with Armstrong Creative Consulting, Inc., for event planning services, in a total amount not to exceed \$290,000.00, for a term of seven months, commencing March 1, 2020, and ending on September 30, 2020, with four remaining 12-month renewals subject to annual funding appropriations. **Motion passed unanimously, 7-0.**

**Resolution 2020-C: Motion to recommend the resolution to the Board of Directors on March 16, 2020 was made by Mark Trowbridge and seconded by Javier Reyes.** Authorization to enter into a purchase agreement with Linda S. Weston d/b/a Ahead Advertising Specialties for the Trust-branded promotional items in a total amount not to exceed \$50,000.00 for a term of seven months commencing on March 17, 2020, and ending on September 30, 2020. **Motion passed unanimously, 7-0.**

**Resolution 2020-D: Motion to recommend the resolution to the Board of Directors on March 16, 2020 was made by Gilda Ferradaz and seconded by Nelson Hincapie.** Authorization to execute a purchase agreement with Yellow Box, Inc., to rent and maintain Yellow Box kiosks in the amount of \$29,166.70, for a term of seven months, commencing March 17, 2020, and ending September 30, 2020. **Motion passed unanimously, 7-0.**

**Meeting adjourned at 10:13 a.m.**

## The Children's Trust Board Meeting

**Date: May 18, 2020**

**Resolution: 2020-A**

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**Strategic Plan Priority Investment Area:** Administrative/Operations

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

**Recommended Action:** Authorization to negotiate and execute a contract renewal with Marcum LLP, for financial auditing services, in a total amount not to exceed \$27,750.00, for a term of 12 months, commencing August 1, 2020, and ending July 31, 2021, with two remaining 12-month renewals, subject to annual appropriations.

**Budget Impact:** Funding in the amount of \$27,750.00 for this resolution is allocated for FY 2019-20 and is projected to be available in FY 2020-21.

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**Background:** Section 218.39, Florida Statutes, requires that an independent certified public accountant conduct an annual financial audit of The Children's Trust's accounts and records within nine months of the end of its fiscal year. Additionally, The Children's Trust's bylaws allow for the use of the same external auditor for up to five consecutive years.

The Finance and Operations Committee initially selected Marcum LLP through a competitive solicitation process in 2018; the contract is in its second year and will end on July 31, 2020. The recommendation to contract with Marcum LLP for the third year is based upon the firm's satisfactory performance of The Children's Trust's financial audit. Factors considered in Marcum LLP's satisfactory performance rating include the auditor firm's competence, cooperativeness, thoroughness, the reasonable performance of the audit, and the auditor's satisfaction of pertinent deadlines.

**Description of Services:** Services provided by Marcum LLP include, but are not limited to, the following:

- performing a financial audit in accordance with auditing standards;
- reviewing and making recommendations for required note disclosures for The Children's Trust Comprehensive Annual Financial Report (CAFR);
- issuing reports following the completion of the financial audit; and
- providing guidance on governmental accounting standards.

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 **18<sup>th</sup> day of May, 2020.**

THE CHILDREN'S TRUST  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_  
SECRETARY

Approved by County Attorney for form and legal sufficiency \_\_\_\_\_