



# **Finance & Operations Committee Meeting Transcript**

**October 10, 2019**

1 THE CHILDREN'S TRUST FINANCE AND OPERATIONS  
2 COMMITTEE MEETING

3  
4 The Children's Trust Finance and Operations  
5 Committee Meeting was held on October 10, 2019,  
6 commencing at 9:30 a.m., at 3150 Southwest 3rd  
7 Avenue (8th Floor) Miami, Florida 33129. The  
8 meeting was called to order by Nelson Hincapie,  
9 committee member acting as Chair.

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11 COMMITTEE MEMBERS:

12 Nelson Hincapie, Acting Chair

13 Matthew Arsenault

14 Javier Reyes

15 Maurice Kemp

16

17 STAFF:

18 Shanika Graves

19 Leigh Kobrinski

20 Imran Ali

21 James Haj

22 Juana Leon

23 Juliette Fabien

24 Lori Hanson

25 Muriel Jeanty

1 STAFF (continued):  
2 Stephanie Sylvestre  
3 Vivianne Bohorques  
4 Wendy Duncombe  
5 William Kirtland  
6 Ximena Nunez

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8 GUESTS:  
9 Stuart Fort

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## 1 PROCEEDINGS

2 (Recording of the meeting began at 9:37 a.m.)

3 MR. HINCAPIE: Bear with me, as Steve is not  
4 here. I will try to do the best that I can, but I  
5 will make many mistakes. Don't hold those against me.  
6 I'm just learning.

7 It's the happiest day of my life, not necessarily  
8 because I'm sharing this, but 16 years ago today, I  
9 asked my wife to marry me. So I should be with her  
10 today, right? One more reason to treat me nice.

11 Are there any public comments?

12 MS. JEANTY: No.

13 MR. HINCAPIE: Approval of the minutes. Can you  
14 please take a moment to look at the minutes?

15 Can I please have a motion to approve the  
16 minutes?

17 MR. REYES: Motion to approve the minutes, Reyes.

18 MR. HINCAPIE: Is there a second?

19 MR. ARSENAULT: Second.

20 MR. HINCAPIE: All those in favor?

21 (WHEREUPON, the committee members all responded  
22 with "aye.")

23 MR. HINCAPIE: Opposed?

24 Okay, so the minutes have been approved.

25 Now we move on to the resolutions.

1           Resolution 2020-A: Directing staff to schedule  
2           comprehensive board trainings that shall include  
3           sessions conducted by the Miami-Dade County Commission  
4           on Ethics and Public Trust and the Miami-Dade County  
5           Office of the Inspector General, as well as cover  
6           topics that include, but are not limited to, history  
7           of The Children's Trust, the roles and  
8           responsibilities of board members, Sunshine law, and  
9           Public Records law, such training shall occur at least  
10          once every calendar year unless three or more new  
11          board members are appointed after the annual training,  
12          which would then require a training to be conducted as  
13          necessary.

14           Can I have a motion?

15           MR. REYES: So moved.

16           MR. ARSENAULT: Second.

17           MR. HINCAPIE: Any discussion on this item?

18           Can we possibly included ACEs? I got to try, I  
19          got to try. Probably the most crucial, critical and  
20          important study that is out there. If any of you have  
21          -- actually, I'm glad that Steve is not here so I can  
22          talk about ACEs. So it's the most important research  
23          out there in terms of the effect of being exposed to  
24          toxic stress early on in life, has on health issues  
25          later on life.

1 Dr. Nadene Burke Harris, the general surgeon of  
2 California, is out there with scientific research to  
3 back the fact that we need to do something about this.  
4 It's an epidemic in this country. And we need to take  
5 it seriously, and we need to look at what we can do,  
6 given what we know about early exposure to toxic  
7 stress. So I don't know if it's at the Ethics and  
8 Public Trust training, but certainly, we, as Board  
9 members, need to be trained on the importance of ACEs.

10 MS. GRAVES: Are you moving to amend the item to  
11 include ACEs training?

12 MR. HINCAPIE: I'm so sorry. I'm not. There's  
13 been a motion, it's been seconded to approve the  
14 motion as is.

15 All those in favor say aye.

16 (WHEREUPON, the committee members all responded  
17 with "aye.")

18 MR. HINCAPIE: Motion passes.

19 Resolution 2020-B: Authorization to enter into a  
20 service agreement with Actors' Playhouse at the  
21 Miracle Theatre Inc., for co-production and presenting  
22 sponsorship of the Young Talent Big Dreams talent  
23 search, in an amount not to exceed \$50,000.00 for a  
24 term of 12 months, commencing on October 1, 2019, and  
25 ending on September 30, 2020.

1 May I have a motion to approve?

2 MR. REYES: So moved.

3 MR. ARSENAULT: Second.

4 MR. HINCAPIE: Discussion?

5 Hearing none, all those in favor say aye.

6 (WHEREUPON, the committee members all responded  
7 with "aye.")

8 MR. HINCAPIE: Motion passes.

9 Resolution 2020-C: Authorization to approve a  
10 service agreement with Rex Three, Inc., to print and  
11 prepare for distribution The Children's Trust's  
12 trilingual monthly parenting newsletter, for a term of  
13 12 months, commencing on October 1, 2019, and ending  
14 on September 30, 2020, in an amount not to exceed  
15 \$50,000.00.

16 May I have a motion to approve?

17 MR. REYES: So moved.

18 MR. ARSENAULT: Second.

19 MR. HINCAPIE: Any discussion?

20 MR. ARSENAULT: Where's the distribution at?

21 MS. NUNEZ: So we have it distributed to 85  
22 locations, so that's providers, nutrition offices, and  
23 also centers, like distributors, they distribute it to  
24 churches around the country.

25 MR. HINCAPIE: If you can please, when you speak,

1 just mention your name so that our court reporter can  
2 --

3 Any other questions, comments, concerns?

4 There's been a motion, there's been a second, all  
5 those in favor say aye.

6 (WHEREUPON, the committee members all responded  
7 with "aye.")

8 MR. HINCAPIE: Motion passes.

9 Resolution 2020-D: Authorization for the  
10 expenditure of dues for membership in the Florida  
11 Children's Council, Inc. (FCC) in a total amount not  
12 to exceed \$110,000.00 for a term of 12 months,  
13 commencing October 1, 2019, and ending September 30,  
14 2020.

15 Can I have a motion to approve?

16 MR. REYES: So moved, Reyes.

17 MR. ARSENAULT: Second, Arsenault.

18 MR. HINCAPIE: Discussion?

19 Jim, so how many Children's Councils are there in  
20 the states?

21 MR. HAJ: Now there's nine that's part of the  
22 association. And we have three more that should be  
23 coming 2020 or 2022, which is Orlando, Pensacola,  
24 Escambia, and there's one other county. There's three  
25 counties that are looking at 2022. Gainesville.



1 Right now there's nine. We're hoping to get more. We  
2 kind of negotiated, as you know, the largest CSCs are  
3 carrying a lot of this burden. So we negotiated a  
4 couple of months ago to lower this and we received a  
5 \$22,000 decrease in our dues. Hopefully as we get  
6 more members coming on, our fees continue to get  
7 reduced. Out of the nine CSCs, we represent 60  
8 percent of the kids in the state of Florida. So if we  
9 continue speaking with one voice, we're always  
10 speaking the same language in speaking to the  
11 legislature, usually we get things done. We've had  
12 great success the last couple of years with our public  
13 policy.

14 MR. HINCAPIE: When I was in Tallahassee, I met  
15 with Mark, the --

16 MR. HAJ: Yeah, he's new. Matt. That's been on  
17 about a year, so he's a good addition.

18 MR. HINCAPIE: He's a good guy.

19 Any other questions, comments?

20 All those in favor say aye.

21 (WHEREUPON, the committee members all responded  
22 with "aye.")

23 MR. HINCAPIE: Motion passes.

24 Resolution 2020-E: Rescind resolution #2019-78,  
25 granting authorization to execute a contract with

1 Healthmaster Holdings, LLC; authorization for a waiver  
2 to the competitive solicitation process for a software  
3 as a service (SaaS) solution to track school-based  
4 health clinic interactions; and authorization to  
5 negotiate and execute a contract with Education  
6 Health, LLC, d/b/a Healthmaster for the SaaS solution,  
7 in a total amount not to exceed \$200,000.00,  
8 commencing October 1, 2019, and ending September 30,  
9 2020, with three possible 12-month renewals, subject  
10 to annual funding appropriations.

11 Can I have a motion to approve?

12 MR. REYES: So moved, Reyes.

13 MR. ARSENAULT: Second, Arsenault.

14 MR. HINCAPIE: Discussion?

15 MR. HAJ: Let me bring some background on this.

16 So since the school health planning started, we  
17 started with, what was it, CHEER? CHEER was the  
18 software they were using to collect the data. We were  
19 paying half a million dollars. And we decided a  
20 couple of years ago that we can probably get a better  
21 deal or at least let's explore. So we put out an RFP.  
22 Healthmaster won the bid. We were paying \$500,000, we  
23 are now paying \$200,000. So we spent the year going  
24 through the school system and all the attorneys with  
25 Healthmaster, and finally got the data feed moved and

1 were up and running. However, Healthmaster's got  
2 bought out a couple of months ago. So what we're  
3 asking, Healthmaster is still -- Education Health  
4 acquired Healthmaster's but continues to do business  
5 as Healthmaster. So what we're asking, we already  
6 went through all the work, they just had the name  
7 change. They were purchased out, but we want to  
8 continue doing business with them. So that's what  
9 this reso is in front of you.

10 MR. HINCAPIE: Any further questions, comments?

11 Hearing none, all those in favor say aye.

12 (WHEREUPON, the committee members all responded  
13 with "aye.")

14 MR. HINCAPIE: Motion passes.

15 Resolution 2020-F: Authorization to dissolve the  
16 communications and information technology (IT) vendor  
17 pools selected through requests for qualifications  
18 (RFQs) #2019-07 and 2019-08; and authorization to  
19 release requests for proposals (RFPs) to procure  
20 communications and IT services.

21 May I have a motion?

22 MR. REYES: So moved, Reyes.

23 MR. ARSENAULT: Second, Arsenault.

24 MR. HINCAPIE: Discussion?

25 MR. ARSENAULT: Were you able to explain kind of

1 what the rationality --

2 MR. HAJ: As you may recall, you won't recall,  
3 but in May, you approved the IT and the communications  
4 vendor pool. So we had a vendor pool. And in 2015,  
5 things have predated many of us here, they created a  
6 vendor pool. And then within the vendor pool, there  
7 was mini bids. But what we found out through that was  
8 when we went through the mini bid, we had an appeal  
9 this last time. And we looked into it, we met with  
10 the attorneys, the County Procurement as well as  
11 Ethics, that we should have had the cone of silence.  
12 We did not have the cone of silence. So we pulled it  
13 back. We're going to reissue it, and we're not going  
14 to do the mini bids because it makes no sense to do a  
15 mini bid to do an RFP twice. So we're just going to  
16 go straight with an RFP. So we're asking to resend  
17 the old vendor pool and give us permission to release  
18 a new RFP.

19 MR. ARSENAULT: Thank you.

20 MR. HINCAPIE: So now any communications company  
21 can submit --

22 MR. HAJ: We're just opening it up again. There  
23 will not be a mini bid process. It's not efficient to  
24 do it twice, so we're just going to do a straight RFP  
25 and go through that.

1 MR. HINCAPIE: Well done.

2 Any other questions, comments?

3 All those in favor say aye.

4 (WHEREUPON, the committee members all responded  
5 with "aye.")

6 MR. HINCAPIE: Opposed?

7 Motion passes.

8 So, CEO report.

9 MR. HAJ: Before I move on to monthly financials,  
10 one thing we forgot to do is welcome Mr. Arsenault.  
11 Matthew Arsenault is joining the Finance meeting.  
12 This is his first meeting. He needs to take his ACEs  
13 test.

14 Welcome. You're in a great Committee.

15 MR. ARSENAULT: Happy to be here.

16 MR. HAJ: And then we're just going to go quickly  
17 to the monthly financials.

18 MR. KIRTLAND: On your third tab on your iPad is  
19 the schedule that support the August 2019 Financial  
20 Statements. This is the second to last month for the  
21 fiscal year, September being our final month. So at  
22 this point, the number I'm looking at and we're  
23 looking at very closely at The Trust is how we're  
24 doing with our expenditures compared to last year.

25 We're approximately \$11 million dollars greater

1 than our actual spending. If you look at page, it  
2 says 8 of 8 on the bottom. I don't know if that is  
3 relative to everybody else. But essentially, next  
4 month's schedule will tell us a lot about how we did  
5 in alignment with our fund balance spending strategy  
6 that we have over this funding cycle that we presented  
7 back in when we were supporting the budget in May,  
8 June, and July. So essentially the September  
9 financials will capture all of our outstanding  
10 provider invoices and nonservice invoices. The  
11 September month also captures invoices of our  
12 providers that are in other periods. So we're  
13 capturing all outstanding invoices that could be dated  
14 as far back as June, July, August, September.

15 So we recognize a substantial amount of  
16 expenditures in our final month at The Children's  
17 Trust. We're looking at the expenditures number to  
18 jump significantly greater than what we see  
19 incrementally from month to month. Hopefully, I don't  
20 know if by our next Committee we would have  
21 successfully closed our fiscal year, but we'll be  
22 bringing back our performance in September, as of  
23 September 30, 2019, as soon as possible to report on  
24 how many expenditures we realized and whether or not  
25 we're in alignment with our strategy, our spending

1 strategy for the five year term.

2 MR. HAJ: The CEO report on page 18. Spooky  
3 Symphony is coming up on October 27th. We have our  
4 Board -- so if you'd like to come see Mark do his  
5 costume changes -- it's a wonderful event for the  
6 family, but it's on the 27th.

7 And the thing that's not on here, Stephanie, can  
8 you talk about that SEL conference?

9 MS. SYLVESTRE: Yes. So on November 2nd, The  
10 Children's Trust, Overtown Children and Youth  
11 Coalition, Wells Fargo, United Way, and Target  
12 Foundation is putting on an SEL Awareness Day here.  
13 We're hoping to get about 300 people that work with  
14 children in our after school program. What we're  
15 doing is we're having a round robin to present them  
16 about ACEs, about mental health, first aid, and about  
17 Ending the Silence, which is from NAMI.

18 So we will be having an ACEs awareness, not a  
19 training, but an awareness. The hope is that for the  
20 day we would, people would leave the day wanting to  
21 know more about these programs. And then go to the  
22 full training that each of these programs offer.

23 MR. HAJ: Mr. Chair, that's it for the CEO  
24 report.

25 MR. HINCAPIE: Can I have a motion to adjourn?

1 MR. REYES: So moved, Reyes.

2 MR. HINCAPIE: We're done. Thank you.

3 (Whereupon, at 9:54 a.m., the meeting was  
4 adjourned.)

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CERTIFICATE OF REPORTER

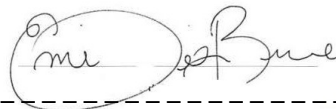
STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

I, EMILIE BRAVE, court reporter and Notary Public do hereby certify that the foregoing proceedings were taken before me at the time and place therein designated, and that the foregoing pages numbered 1 through 16 are a true and correct record of the aforesaid proceedings.

I further certify that I am not a relative or employee, attorney or counsel of any of the parties, nor am I a relative of any of the parties' attorney or counsel connected with the action, nor am I financially interested in the foregoing action.

Under penalties of perjury, I declare that I have read the foregoing certificate and that the facts stated herein are true.

Dated this 30th day of October 2019.



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EMILIE BRAVE

<b>#</b>	<b>2</b>	<b>8</b>	<b>Approval</b> 3:13	<b>bid</b> 9:22
<b>#2019-07</b> 10:18	<b>2019</b> 5:24 6:13 7:13	<b>85</b> 6:21	<b>approve</b> 3:15,17 5:13 6:1,9,16 7:15 9:11	<b>Big</b> 5:22
<b>#2019-78</b> 8:24	<b>2019-08</b> 10:18	<b>9</b>	<b>approved</b> 3:24	<b>board</b> 4:2,8,11 5:8
<b>\$</b>	<b>2020</b> 5:25 6:14 7:14, 23 9:9	<b>9:37</b> 3:2	<b>Arsenault</b> 3:19 4:16 6:3, 18,20 7:17 9:13 10:23,25	<b>bought</b> 10:2
<b>\$110,000.00</b> 7:12	<b>2020-A</b> 4:1	<b>A</b>	<b>association</b> 7:22	<b>bring</b> 9:15
<b>\$200,000</b> 9:23	<b>2020-B</b> 5:19	<b>a.m.</b> 3:2	<b>attorneys</b> 9:24	<b>burden</b> 8:3
<b>\$200,000.00</b> 9:7	<b>2020-C</b> 6:9	<b>ACES</b> 4:18,22 5:9,11	<b>authorization</b> 5:19 6:9 7:9 8:25 9:1,4 10:15,18	<b>Burke</b> 5:1
<b>\$22,000</b> 8:5	<b>2020-D</b> 7:9	<b>acquired</b> 10:4	<b>aye</b> 3:22 5:15,17 6:5,7 7:5,7 8:20,22 10:11, 13	<b>business</b> 10:4,8
<b>\$50,000.00</b> 5:23 6:15	<b>2020-E</b> 8:24	<b>Actors</b> 5:20	<b>B</b>	<b>C</b>
<b>\$500,000</b> 9:22	<b>2020-F</b> 10:15	<b>addition</b> 8:17	<b>back</b> 5:3	<b>calendar</b> 4:10
<b>1</b>	<b>2022</b> 7:23,25	<b>agreement</b> 5:20 6:10	<b>background</b> 9:15	<b>California</b> 5:2
<b>1</b> 5:24 6:13 7:13 9:8	<b>3</b>	<b>amend</b> 5:10	<b>Bear</b> 3:3	<b>carrying</b> 8:3
<b>12</b> 5:24 6:13 7:12	<b>30</b> 5:25 6:14 7:13 9:8	<b>amount</b> 5:23 6:14 7:11 9:7	<b>began</b> 3:2	<b>centers</b> 6:23
<b>12-month</b> 9:9	<b>6</b>	<b>annual</b> 4:11 9:10		<b>change</b> 10:7
<b>16</b> 3:8	<b>60</b> 8:7	<b>appointed</b> 4:11		<b>CHEER</b> 9:17
		<b>appropriations</b> 9:10		<b>Children's</b> 4:7 6:11 7:11, 19

<b>churches</b> 6:24	<b>contract</b> 8:25 9:5	<b>deal</b> 9:21	4:24 5:6	<hr/> <b>F</b> <hr/>
<b>clinic</b> 9:4	<b>Council</b> 7:11	<b>decided</b> 9:19	<b>Education</b> 9:5 10:3	<b>fact</b> 5:3
<b>co-production</b> 5:21	<b>Councils</b> 7:19	<b>decrease</b> 8:5	<b>effect</b> 4:23	<b>favor</b> 3:20 5:15 6:5 7:5 8:20 10:11
<b>collect</b> 9:18	<b>counties</b> 7:25	<b>Directing</b> 4:1	<b>ending</b> 5:25 6:13 7:13 9:8	<b>FCC</b> 7:11
<b>commencing</b> 5:24 6:13 7:13 9:8	<b>country</b> 5:4 6:24	<b>discussion</b> 4:17 6:4,19 7:18 9:14 10:24	<b>enter</b> 5:19	<b>feed</b> 9:25
<b>comments</b> 3:11 7:3 8:19 10:10	<b>county</b> 4:3,4 7:24	<b>dissolve</b> 10:15	<b>epidemic</b> 5:4	<b>fees</b> 8:6
<b>Commission</b> 4:3	<b>couple</b> 8:4,12 9:20 10:2	<b>distribute</b> 6:23	<b>Escambia</b> 7:24	<b>finally</b> 9:25
<b>committee</b> 3:21 5:16 6:6 7:6 8:21 10:12	<b>court</b> 7:1	<b>distributed</b> 6:21	<b>Ethics</b> 4:4 5:7	<b>Florida</b> 7:10 8:8
<b>communicatio ns</b> 10:16,20	<b>cover</b> 4:5	<b>distribution</b> 6:11,20	<b>exceed</b> 5:23 6:14 7:12 9:7	<b>front</b> 10:9
<b>competitive</b> 9:2	<b>critical</b> 4:19	<b>distributors</b> 6:23	<b>execute</b> 8:25 9:5	<b>funding</b> 9:10
<b>comprehensive</b> 4:2	<b>crucial</b> 4:19	<b>dollars</b> 9:19	<b>expenditure</b> 7:10	<hr/> <b>G</b> <hr/>
<b>concerns</b> 7:3	<b>CSCS</b> 8:2,7	<b>don't</b> 3:5 5:7	<b>explain</b> 10:25	<b>Gainesville</b> 7:25
<b>conducted</b> 4:3,12	<hr/> <b>D</b> <hr/>	<b>Dreams</b> 5:22	<b>explore</b> 9:21	<b>general</b> 4:5 5:1
<b>continue</b> 8:6,9 10:8	<b>d/b/a</b> 9:6	<b>dues</b> 7:10 8:5	<b>exposed</b> 4:23	<b>glad</b> 4:21
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	<b>day</b> 3:7	<b>early</b>		<b>granting</b> 8:25

<b>GRAVES</b> 5:10	23 9:14 10:10, 14,24	<b>I'm</b> 3:6,8 4:21 5:12	<b>LLC</b> 9:1,6	9:19
<b>great</b> 8:12	<b>history</b> 4:6	<hr/> <b>J</b> <hr/>	<b>locations</b> 6:22	<b>minutes</b> 3:13,14,16,17, 24
<b>guy</b> 8:18	<b>hold</b> 3:5	<b>JEANTY</b> 3:12	<b>lot</b> 8:3	<b>Miracle</b> 5:21
<hr/> <b>H</b> <hr/>	<b>Holdings</b> 9:1	<b>Jim</b> 7:19	<b>lower</b> 8:4	<b>mistakes</b> 3:5
<b>HAIJ</b> 7:21 8:16 9:15	<b>hoping</b> 8:1	<hr/> <b>K</b> <hr/>	<hr/> <b>M</b> <hr/>	<b>moment</b> 3:14
<b>half</b> 9:19	<hr/> <b>I</b> <hr/>	<b>kids</b> 8:8	<b>make</b> 3:5	<b>monthly</b> 6:12
<b>happiest</b> 3:7	<b>importance</b> 5:9	<b>kind</b> 8:2 10:25	<b>Mark</b> 8:15	<b>months</b> 5:24 6:13 7:12 8:4 10:2
<b>Harris</b> 5:1	<b>important</b> 4:20,22	<hr/> <b>L</b> <hr/>	<b>marry</b> 3:9	<b>motion</b> 3:15,17 4:14 5:13,14,18 6:1, 8,16 7:4,8,15 8:23 9:11 10:14,21
<b>health</b> 4:24 9:4,6,16 10:3	<b>include</b> 4:2,6 5:11	<b>language</b> 8:10	<b>Matt</b> 8:16	
<b>Healthmaster</b> 9:1,6,22,25 10:3,5	<b>included</b> 4:18	<b>largest</b> 8:2	<b>meeting</b> 3:2	
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