



Finance & Operations Committee Meeting
Thursday, May 5, 2022
3250 S.W. 3rd Avenue (Coral Way)
United Way – Ryder Room
"In person quorum with some virtual attendants"
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.
Laura Adams
Matthew Arsenault
Daniel Bagner, Ph.D.
Hon. Dorothy Bendross-Mindingall, Ph.D.
Hon. Danielle Cohen Higgins
Constance Collins
Morris Copeland
Victor Diaz-Herman
Try K. Diggs, Ed.D.
Mary Donworth
Richard P. Dunn II
Hon. Juan Fernandez Barquin
Gilda Ferradaz
Lourdes P. Gimenez
Nicole Gomez
Valrose Graham
Mindy Grimes-Festge
Malou C. Harrison, Ph.D.
Nelson Hincapie
Tiombe Bisa Kendrick-Dunn, Ed.D.
Marissa Leichter
Alexandra Martin
Annie R. Neasman
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 March 3, 2022 Finance & Operations
Committee minutes summary**

(Addl. Items packet, Pg. 3)

Mark Trowbridge
Committee Chair

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

James R. Haj
President/CEO

William Kirtland
Chief Financial Officer

10:00 a.m. **Resolutions**

Mark Trowbridge
Committee Chair

Resolution 2022-A: Authorization to negotiate and execute a contract renewal with Marcum LLP, in a total amount not to exceed \$29,500.00, for a term of 12 months, commencing August 1, 2022, and ending July 31, 2023. *(Pgs. 4-5)*

Resolution 2022-B: Authorization to renew services and execute related agreements with multiple IT vendors in a total amount not to exceed \$1,835,371.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects for a term of 12 months, with two agreements commencing on October 1, 2022, and ending September 30, 2023; and request a waiver of the procurement policy. *(Pgs. 6-11)*

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**

- *United Martial Arts Update*
- *Provider Survey*
- *Monthly Financial Statements*
- *Young Talent, Big Dreams – Finals on May 14, 2022 at 7:00 p.m.*
- *Champions for Children – May 24, 2022 at 11:30 a.m. to 1:30 p.m.*

James R. Haj
President/CEO

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

Reminder:
Next Committee Meeting: Thursday, June 2, 2022

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
March 3, 2022
9:33 a.m.**

These actions were taken by the Finance & Operations Committee meeting held on March 3, 2022, 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 January 6, 2022 Finance & Operations committee meeting minutes was made by Constance Collins and seconded by Gilda Ferradaz. Motion passed unanimously, 6-0.

Motion to favorably recommend the Annual Comprehensive Financial Report (ACFR) Fiscal Year 2020-21 to the March 14 Board meeting was made by Matthew Arsenault and seconded by Constance Collins. Motion passed unanimously, 6-0.

Meeting adjourned at 10:06 a.m.

The Children's Trust Board Meeting

Date: May 16, 2022

Resolution: 2022-A

Strategic Plan Priority Investment Area: Administrative/Operations

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

Recommended Action: Authorization to negotiate and execute a contract renewal with Marcum LLP, in a total amount not to exceed \$29,500.00, for a term of 12 months, commencing August 1, 2022, and ending July 31, 2023.

Budget Impact: Funding in the amount of \$29,500.00 for this resolution is allocated for FY 2021-22 and is projected to be available in FY 2022-23.

Background: Florida Statutes, section 218.39, requires 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 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 fourth year and will end on July 31, 2022. The recommendation to contract with Marcum LLP for the fifth and final year is based on its 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, audit reasonable performance, and the auditor's satisfaction of pertinent deadlines.

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

- perform a financial audit in accordance with auditing standards;
- review and make recommendations for required note disclosures for The Children's Trust Annual Comprehensive Financial Report (ACFR);
- issue reports following the completion of the financial audit; and
- provide 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 **16th day of May, 2022.**

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: May 16, 2022

Resolution: 2022-B

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 \$1,835,371.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects for a term of 12 months, with two agreements commencing on October 1, 2022, and ending September 30, 2023; and request a waiver of the procurement policy.

Budget Impact: Funding in the amount of \$1,835,371.00 for this resolution is projected to be available in FY 2022-2023.

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 Changes in funding amounts from prior year are indicated below
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
GPaaS	MergeIT	Hosting, maintaining, and supporting the accounting system. Great Plains is used to manage The Children's Trust finances.	\$121,000.00 (increase of \$21,000)
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.	\$25,000.00 (decrease of \$7,000.00)
Website Hosting	Webauthor.com, LLC	Hosting, maintenance, and enhancements of The Children's Trust's website to provide information to the general public.	\$80,400.00

Service	Vendor Name	Usage	Estimated Funding Amount Changes in funding amounts from prior year are indicated below
SAMIS	Florida Alliance of Children's Councils and Trusts (FACCT)	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 Florida Alliance of Children's Councils and Trusts is the SAMIS collaborative's fiscal agent.	\$50,000.00 (decrease of \$10,000.00)
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, 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
IT Infrastructure as a Service	BMK Media Consulting Corporation	IT Infrastructure Support providing 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
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
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.	\$262,500.00 ³ (Increased \$12,500)
Internet connection Services	AT&T	The dedicated managed circuits for internet access from The Trust's office.	\$26,000.00 ⁵ (Increase of \$1,000)

Resolution 2022-B – Software as a Service renewal (Information Technology, Research & Programs)
May 16, 2022

Service	Vendor Name	Usage	Estimated Funding Amount Changes in funding amounts from prior year are indicated below
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 requests \$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 current budget requested has increased from last year due to the need to upgrade our financial software to the newest version for security purposes with MergeIT, the transition to WebAuthor as the new vendor to host our website to address platform security issues and provide staff more direct control of content and enhancements, and WELS expanding their services in providing a user application for streamlining the payment process to early childhood educators participating in the salary supplement program. 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 allows for the continuation of The Children's Trust operations. For the software services that are not licenses, The Children's Trust requests 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.
Website Hosting	Webauthor.com, LLC	Competitive Solicitation: This vendor was selected as a part a formal competitive procurement process, RFQ #2021-07, and approved at the October 2021 board meeting.
SAMIS	Florida Alliance of Children's Councils and Trusts (FACCT)	Exemption G-9: This is the data collection software for the Children's Services Councils of 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.	Procurement waiver: This is a software was selected as part of a quote process as it was less than \$50,000.
CollaborNation	Cypherworx, LLC	Procurement waiver: 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	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
	Health, LLC dba Healthmaster)	
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 **16th day of May, 2022.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____
SECRETARY

Approved by County Attorney for form and legal sufficiency _____