



**Finance & Operations Committee Meeting**  
Thursday, June 2, 2022  
3250 S.W. 3<sup>rd</sup> 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.  
Ta'Myah Byars  
Hon. Danielle Cohen Higgins  
Constance Collins  
Morris Copeland  
Victor Diaz-Herman  
Trynegwa 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  
Annie R. Neasman  
Maria Norton  
Hon. Orlando Prescott  
Javier Reyes  
Hon. Isaac Salver

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 May 5, 2022 Finance & Operations  
Committee minutes summary**  
*(Addl. Items packet, Pg. 3)*

Mark Trowbridge  
*Committee Chair*

9:50 a.m. **Preliminary Budget for FY 2022-23**

- June 1 Ad-valorem tax estimate

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

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

Mark Trowbridge  
*Committee Chair*

**Resolution 2022-A:** Authorization to expend up to \$40,000.00 of the Florida Association of Children's Councils and Trusts (FACCT) Helios Education Foundation grant award for research and evaluation services with Ms. Oleksandra Filippova, commencing retroactively on October 1, 2021, and ending September 30, 2022, with two remaining one-year renewals, not to exceed \$50,000.00 in a single fiscal year. *(Pgs. 4-5)*

**Resolution 2022-B:** Authorization for a procurement waiver from a formal competitive solicitation and to execute and negotiate contracts with (i) Empire Office, Inc. in an amount not to exceed \$60,982.63, inclusive of a 10 percent contingency, to design and reconfigure current office space being leased from the Children's Advocacy Complex, LLC (United Way) at 3150 SW 3<sup>rd</sup> Avenue, 8<sup>th</sup> floor, and to purchase and install new furniture, and (ii) Poppin, Inc. in an amount not to exceed \$65,635.48, inclusive of a 10 percent contingency, for the purchase and installation of new modular furniture during FY 2021-2022 and to approve budget amendments required to allocate these funds in the appropriate budget line. *(Pgs. 6-8)*

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.

10:20 a.m. **CEO Report**

- *Monthly Financial Statements*
- *Champions for Children*
- *YAC Showcase*
- *The Children's Trust Family Expo events:*
  - ✓ *Miami-Dade College Wolfson Campus – July 23, 2022 (10 am – 3 pm)*
  - ✓ *Sweet Home Community Campus – July 30, 2022 (10 am – 3 pm)*
  - ✓ *Betty T. Ferguson Recreational Complex – August 6, 2022 (10 am – 3 pm)*

James R. Haj  
President/CEO

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

**Reminder:**  
**Next Committee Meeting: Thursday, July 7, 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  
May 5, 2022  
9:33 a.m.**

**These actions were taken by the Finance & Operations Committee meeting held on May 5, 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 March 3, 2022 Finance & Operations committee meeting minutes was made by Constance Collins and seconded by Javier Reyes. Motion passed unanimously, 5-0.**

**Resolution 2022-A: Motion to recommend the resolution to the Board of Directors on May 16, 2022 was made by Honorable Isaac Salver and seconded by Constance Collins.** 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. **Motion passed unanimously, 5-0.**

**Resolution 2022-B: Motion to recommend the resolution to the Board of Directors on May 16, 2022 was made by Constance Collins and seconded by Matthew Arsenault.** 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. **Motion passed unanimously, 5-0.**

**Meeting adjourned at 10:14 a.m.**

## The Children's Trust Board Meeting

Date: June 13, 2022

Resolution: 2022-A

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**Strategic Plan Priority Investment Area:** Program Evaluation & Community Research.

**Strategic Plan Headline Community Results:** Students are succeeding academically; children meet recommended levels of physical activity; children behave appropriately in schools, homes and communities; and youth successfully transition to adulthood.

**Recommended Action:** Authorization to expend up to \$40,000.00 of the Florida Association of Children's Councils and Trusts (FACCT) Helios Education Foundation grant award for research and evaluation services with Ms. Oleksandra Filippova, commencing retroactively on October 1, 2021, and ending September 30, 2022, with two remaining one-year renewals, not to exceed \$50,000.00 in a single fiscal year.

**Budget Impact:** Funding in the amount of \$40,000.00 for this resolution is allocated for fiscal year 2021-22 and projected to be available in fiscal years 2022-23 and 2023-24 contingent upon the grant award received from FACCT.

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**Background:** On January 18, 2022, the board of directors approved resolution #2022-23, to accept a grant award from the Florida Association of Children's Councils and Trusts (FACCT), funded by the Helios Education Foundation, in the amount of \$215,000.00, for a three-year period to support Trust staff and consultants for data, program evaluation and dissemination of results as part of The Trust's innovative partnership approach to enhance summer learning. The total portion of this grant award budgeted for research and evaluation consultation services is \$100,000.00. The Trust seeks retroactive authorization to enter into an agreement with Ms. Oleksandra Filippova, commencing retroactively on October 1, 2021, and ending September 30, 2022, in an amount of \$40,000.00, with two remaining one-year renewals, not to exceed \$50,000.00 in a single fiscal year.

Ms. Filippova is a computational analysis and public policy graduate student at the University of Chicago Harris School of Public Policy who formerly worked as a Program Manager at The Children's Trust for two and a half years. Based on her familiarity with The Children's Trust's summer programs and data systems, she began consulting part-time to assist with program evaluation and data analysis in October 2021. The initial expectation was to expend less than \$25,000.00 in the current fiscal year. As of April 30, 2022, The Children's Trust has expended \$19,760.00 for Ms. Filippova's services, and there is a continued need for evaluation services on the Helios grant.

Per the procurement policy, section 2000-E, General Purchasing and Procurement Policy – Purchase of Goods and Services greater than \$5,000, and up to \$50,000 in any single fiscal year, bids were solicited for the research and evaluation consulting services at a fixed rate of \$40/hour. The independent contractor solicitation was posted on The Children's Trust website from April 7, 2022, to May 8, 2022. Additionally, the advertisement was posted on The Children's Trust's official LinkedIn page and the Weekly Provider Bulletin.

Ms. Flippova was the only applicant to submit a bid for the opportunity. Staff reviewed the response based on the following criteria:

- submission completeness;
- relevant professional skills and qualifications;
- demonstrable related experience;
- professional references provided; and
- a representative work sample.

Ms. Flippova met the criteria listed above and demonstrated solid experience providing the services requested.

**Description of Services:** Research and evaluation consulting services include data system development and testing, planning, data quality, management, analysis and reporting. More specifically, data sets from The Children's Trust youth development programs and Miami-Dade County Public Schools (available based upon an approved collaborative research review) are merged, cleaned and transformed for analysis, which is conducted in alignment with the program evaluation framework. Preparation of results in engaging and accessible formats, including reports and dashboards, as well as recommendations for future evaluation design, measurement and analysis are part of the scope of work. Finally, the consultant is available for meetings with key stakeholders to share results and discuss future plans.

**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 **13<sup>th</sup> day of June, 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: June 13, 2022**

**Resolution: 2022-B**

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

**Strategic Plan Headline Community Results:** Partial reconfiguration of office space in The Children's Trust office.

**Recommended Action:** Authorization for a procurement waiver from a formal competitive solicitation and to execute and negotiate contracts with (i) Empire Office, Inc. in an amount not to exceed \$60,982.63, inclusive of a 10 percent contingency, to design and reconfigure current office space being leased from the Children's Advocacy Complex, LLC (United Way) at 3150 SW 3<sup>rd</sup> Avenue, 8<sup>th</sup> floor, and to purchase and install new furniture, and (ii) Poppin, Inc. in an amount not to exceed \$65,635.48, inclusive of a 10 percent contingency, for the purchase and installation of new modular furniture during FY 2021-2022 and to approve budget amendments required to allocate these funds in the appropriate budget line.

**Budget Impact:** Funding amount of \$126,618.11 for this resolution is allocated in the FY 2021-2022 and it is projected to be available in FY 2022-2023.

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**Description of Services:** This request, once approved, will authorize the Trust to enter into contracts with (i) Empire Office, Inc. in an amount not to exceed \$60,982.63 to design and reconfigure the current office space being leased by the Trust, and to purchase and install new furniture; and (ii) Poppin Inc. in an amount not to exceed \$65,635.48 to purchase and install new modular furniture in the office space. These amounts include a ten percent contingency which will allow the Trust to address any unforeseen conditions and expenditures that arise. Pursuant to the lease, these services are subject to written approval from the landlord (United Way).

**Background:** During fiscal planning for FY 2020-2021 the Board set aside \$10,000,000.00 for future capital expenses. At that time, Trust staff was investigating purchasing a building for the Trust office. During the coronavirus-2019 pandemic (pandemic), staff reconsidered the need for purchasing a building and, with Board approval, ultimately decided to extend the lease with the Children's Advocacy Complex, LLC in lieu of purchasing a new facility. The lease will extend until 2030. During fiscal planning for FY 2021-2022 the Board reduced the set aside accordingly to \$400,000.00 for the purpose of capital expenses/office reconfiguration. This resolution is requesting authority to utilize \$126,618.11 of these funds in the 2021-2022 fiscal year and the balance will be included in the 2022-2023 budget for capital expenses.

Due to the pandemic, the planning and designing of this project was placed on hold. Now that we have transitioned back to the office utilizing a hybrid work schedule it is appropriate to resume this work. In line with the rest of the country, The Children's Trust is working on defining how the new work environment should be designed to be most effective and efficient. In order to find the right mix of environments the floor redesign is being done in phases. This request is to build out the first phase which will address the need for more private meeting spaces for smaller groups to collaborate, private individual quiet spaces, and to design a flex space to allow for individual and

Resolution 2022-B- Office Reconfiguration General and Administration  
June 13, 2022

team workspaces that can easily transform to different configurations as well as be repurposed to larger meeting spaces. Once phase 1 is complete and this space is fully built out and utilized, we will address its effectiveness and efficiencies in meeting our business needs before moving on to the next phases of the office redesign.

In addition to the office redesign, this resolution authorizes a contract with the vendors to purchase new furniture. The Children's Trust existing furniture was purchased and installed in 2007, the manufacturer is no longer in business therefore finding replacement parts is very difficult. The current furniture shows the wear and tear that has occurred over the years despite the ongoing maintenance. The use of cubicles in open space design was appropriate at the time of the creation of the current office space, but due to the changing work environment it has outlived its useful life cycle. As a result, the present furniture and its configuration is not indicative of a modern professional office setting, and as such the recommended replacement is necessary.

The Children's Trust secured quotes from multiple vendors for the floor redesign and installation as well as the modular meeting spaces in the scope of work indicated above. The vendors and their quotes are listed below. Empire Office, Inc. and Poppin, Inc. were selected in their respective categories for providing a high-quality product that meet our specifications, and because the product is readily available and deliverable within our timeframe and with a competitive price point.

Floor Design and Installation Services Quotes (additional 10% to be added to quote for contingency):

- Empire Office, Inc. - \$55,438.75 (selected vendor)
- WRK Lab, Inc. - \$62,656.85
- Office Xpress Supplies Inc. - \$92,270.60

Modular Meeting Spaces Quotes (additional 10% to be added to quote for contingency):

- Poppin, Inc. - \$59,668.62 (selected vendor)
- Empire Office, Inc. - \$68,339.69
- Room Inc. - \$73,716.90

**Request for Procurement Waiver (requires approval of a 2/3 vote of board members present):** This resolution requests a procurement waiver from formal competitive solicitation to design and reconfigure current office space being leased from the Children's Advocacy Complex and to purchase and install new furniture. A waiver is being sought because all purchases of goods and services above \$50,000 must be secured in accordance with the formal competitive procurement Process, Policy No. 2001 which allows the Trust some flexibility to determine the appropriate type of competitive procurement to be issued (i.e. ITN, RFQ, RFP, NOFA, etc.). The work was not anticipated to exceed \$50,000 therefore staff followed the process under the procurement policy for purchase of goods and services up to \$50,000 by requesting informal quotes from three or more sources. Due to the current market conditions surrounding shipping and delivery of goods the quotes received exceeded the \$50,000 limit. As this is phase 1 of the project, future phases will utilize the RFP formal competitive process.

**Geographic Area:** N/A

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 13<sup>th</sup> day of June, 2022.**

THE CHILDREN'S TRUST  
MIAMI-DADE COUNTY, FLORIDA

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

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