



Finance & Operations Committee Meeting
Thursday, June 2, 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.
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: Office Reconfiguration **PENDING LEGAL APPROVAL** *(Pgs.)*

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

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.

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 **13th day of June, 2022.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____