



Finance & Operations Committee Meeting

Thursday, May 17, 2018
The Children's Trust
3150 S.W. 3rd Avenue, 8th Floor
Conference Room A
9:30 a.m. – 11:00 a.m.

Board of Directors

Laurie Weiss Nuell
Chair
Lily de Moya
Vice Chair
Kenneth C. Hoffman
Treasurer
Karen Weller
Secretary

Magaly Abrahante, Ph.D.
Daniel Bagner, Ph.D.
Miguel Balsera, Ph.D.
Roderster Brandon
Mary Donworth
Rep. Nicholas Duran
Dr. Antonia Eyssallenne
Gilda Ferradaz
Alvin Gainey
Mindy Grimes-Festge
Nelson Hincapie
Pamela Hollingsworth
Steve Hope
Esther Jacobo
Tiombe Bisa Kendrick-Dunn
Inson Kim
Marissa Leichter
Frank Manning
Susan Neimand, Ph.D.
Marta Pérez, Ph.D.
Judge Orlando Prescott
Hon. Isaac Salver
Com. Xavier L. Suarez
Mark Trowbridge
David 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**
Kenneth C. Hoffman
Chair
- 9:35 a.m. **Public Comments**
Kenneth C. Hoffman
Chair
- 9:45 a.m. **Approval of April 5, 2018 Finance & Operations Committee minutes summary (Addl. Items packet, Pg.3)**
Kenneth C. Hoffman
Chair
- 9:50 a.m. **Budget Discussion**
James R. Haj
President/CEO
William Kirtland
Chief Financial Officer
- 10:15 a.m. **Resolutions**
Kenneth C. Hoffman
Chair
- Resolution 2018-A:** Authorization to increase the total amount of youth development funding to be awarded for high quality after-school and summer programming for elementary, middle, and high school children and youth, from the initially-approved amount of \$48,472,504.00 by \$5,307,123.00, for a combined total amount not to exceed \$53,779,627.00 annually, for a 5-year funding cycle to begin August 1, 2018. *(Pgs. 4-5)*
- Resolution 2018-B:** Authorization to negotiate and execute a third year and final contract with Health Choice Network of Florida, Inc., for the maintenance and support of The Children's Trust's school health programs' utilization software, in a total amount not to exceed \$500,000.00, for a term of 12 months, commencing July 1, 2018 and ending June 30, 2019. *(Pgs. 6-7)*
- Resolution 2018-C:** Authorization to issue a request for proposal (RFP) for an electronic system to track school-based health services, including development and deployment of the software in a total amount not to exceed \$500,000.00 for a term of 12 months commencing October 1, 2018 and ending September 30, 2019. *(Pgs. 8-9)*

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.

10:25 a.m. **CEO Report**

James R. Haj
President/CEO

- *Champions for Children – June 14, 2018*
- *Family Expo – September 8, 2018*
- *Summer Youth Internship*
- *Young Talent, Big Dreams*
- *Solicitation Update*
- *Monthly Financial*
- *CEO Report on contracts under \$25,000.00 (Pg. 10)*

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

Reminder:

Next Committee Meeting: Thursday, June 7, 2018



Finance & Operations Committee Meeting Summary
April 5, 2018
9:34 a.m. – 9:50 a.m.

These actions were taken by the Finance & Operations Committee on April 5, 2018:

Motion to approve the March 1, 2018 Finance & Operations Committee meeting minutes was made by Mark Trowbridge and seconded by Steve Hope. Motion passed unanimously, 5-0.

Resolution 2018-A: Motion to recommend the resolution to the Board of Directors on April 16, 2018 was made by Steve Hope and seconded by Mark Trowbridge. Authorization for a procurement waiver from formal competitive solicitation for catering services at the 2018 Champion for Children event and to expend a total amount not to exceed \$35,000.00 with Ovations Food Services, LP, to cater the 2018 Champions for Children event at Jungle Island Treetop Ballroom. **Motion passed unanimously, 5-0.**

Resolution 2018-B: Motion to recommend the resolution to the Board of Directors on April 16, 2018 was made by Steve Hope and seconded by Rep. Nicholas Duran. Authorization to enter into a purchase agreement with Ahead Advertising Specialties for the following Trust-branded promotional items: 7,850 book bags for annual back-to-school outreach efforts in low-income neighborhoods; Champions for Children awards/trophies bestowed upon honorees; and other child development materials to be used for targeted outreach efforts, for a total amount not to exceed \$50,000.00 for a term of 5 months commencing on May 1, 2018 and ending on September 30, 2018. **Motion passed unanimously, 5-0.**

Resolution 2018-C: Motion to recommend the resolution to the Board of Directors on April 16, 2018 was made by Mark Trowbridge and seconded by Steve Hope. Authorization to negotiate and execute an amendment to the existing contract with WOW Factor Marketing Group, Inc., executed on January 3, 2018 to extend the existing digital and broadcast marketing strategy to the #Read30 campaign at a cost of \$100,000.00 (to be funded through the existing FY 2017-18 communications budget), for an amended contractual amount not to exceed \$1,131,000.00, through September 30, 2018. **Motion passed unanimously, 5-0.**

Meeting adjourned at 9:50 a.m.

The Children's Trust Board Meeting

Date: May 29, 2018

Resolution: 2018-A

Strategic Plan Priority Investment Area: Youth Development: After-school Programs and Summer Camps.

Strategic Plan Headline Community Result(s): 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 increase the total amount of youth development funding to be awarded for high quality after-school and summer programming for elementary, middle, and high school children and youth, from the initially-approved amount of \$48,472,504.00 by \$5,307,123.00, for a combined total amount not to exceed \$53,779,627.00 annually, for a 5-year funding cycle to begin August 1, 2018.

Budget Impact: Funding in the additional amount of \$5,307,123.00 is allocated for FY 2017-18 and is projected to be available in FY 2018-19.

Description of Services: The Children's Trust funds after-school and summer camp programming in inclusive and specialty disability programs. Inclusive programs engage 10% or more children and youth with disabilities.

Programs for elementary school children (grades K-5) follow a structured schedule of activities to support academic success, social-emotional learning (SEL), and physical fitness. Programs operate five days per week (Monday-Friday). After-school programs are offered in accordance with the Miami-Dade County Public School calendar (180 days) and may also include up to 31 full days on teacher planning days, holidays and spring break, based on what was proposed in the funding application. Summer programs operate at least ten hours per day for a period of six to eleven weeks. There is a focus is on learning to read in grades K-3, with a shift on reading to learn in grades 4-5. Evidence-based group literacy strategies are utilized, along with differentiated (individualized) small group reading instruction by certified teachers for children struggling with reading. Homework assistance is provided during the school year. SEL is focused on developing essential competencies and life skills. Fitness components aim to help children meet recommended levels for high intensity activity. Children receive nutritious food and beverages, and programs incorporate family engagement. Additional skill-building activities vary across programs and may include STEM (science, technology, engineering, math), arts and culture, civic engagement and/or specialized programming for children with disabilities.

Programs for middle and high school youth (grades 6-12) follow a structured schedule of activities to support academic success, SEL and skill-building in one or more specialized area, such as arts, STEM, civic engagement, sports, job training/ coaching, entrepreneurship or college readiness. Many programs also include family engagement activities. School year programs must engage youth for at least 50 days over a period of no less than 36 weeks with a minimum of 150 contact hours over the school year. Summer activities must engage youth

for at least 15 days over a period of no less than 6 weeks with a minimum of 90 contact hours over the summer.

Background: On September 18, 2017, the board of The Children’s Trust approved the allocation of funds across multiple priority investment areas with funding cycles ending in the 2017-18 fiscal year. A total of \$48,472,504.00 was approved for the Youth Development portfolio, of which \$36,339,819.00 was designated for elementary school programs (K-5), and \$12,132,685.00 was designated for middle and high school programs (6-12).

The Children’s Trust issued a competitive request for proposals, RFP#2018-02, on December 12, 2017. A total of 153 agencies submitted 217 applications, requesting \$94,850,625.00. The comprehensive review process included independent program application rating by three trained reviewers, a review team debriefing, a fiscal audit review, interviews for some applicants, an initiative-wide review and a cross-portfolio review. Consideration was given as to programs’ past performance, costs, duplication and priority under-served geographic areas.

There are 173 applications for youth development programs recommended for funding as a result of this RFP review process, contained in separate resolutions, for a total amount of \$53,779,627.00. Based on the significant need for these services as indicated by the total funding requested and the number of quality applications reviewed, this is \$5,307,123.00 more than the initially-approved amount for release. However, thorough fiscal analysis based upon a five-year projection of revenues, expenditures, and fund balances indicates this amount will not impact the reserve fund beyond an amount consistent with the Government Finance and Officers’ Association best fiscal practices and the policies and procedures set by the board of The Children’s Trust.

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 29th day of May, 2018.**

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

May 29, 2018

Resolution 2018-B

Strategic Plan Priority Investment Area: Health and Wellness: Comprehensive School-based Health

Strategic Plan Headline Community Result(s): Children regularly access medical, dental and behavioral health services.

Recommended Action: Authorization to negotiate and execute a third year and final contract with Health Choice Network of Florida, Inc., for the maintenance and support of The Children's Trust's school health programs' utilization software, in a total amount not to exceed \$500,000.00, for a term of 12 months, commencing July 1, 2018 and ending June 30, 2019.

Budget Impact Funding in the amount of \$500,000.00 for this resolution is allocated for FY 2017-18 and is projected to be available in FY 2018-19.

Description of Services: The Children's Trust requires all Trust-funded school-based health providers to use CHEER (Children's Health and Education Easy Report) as the electronic system that captures service encounters between the nurses, social workers and students, and tracks utilization. CHEER keeps track of each student's medical history, reducing the need for parents/caregivers to repeatedly provide information before care can be given to the child. Since its launch seven years ago, CHEER has been the tool to enable the approved demographic data sharing between Miami-Dade County Public Schools (M-DCPS) and The Children's Trust's service providers that enables the delivery of efficient school health services. CHEER allows providers to easily and quickly collect and access student health records, thereby providing enhanced health care services.

Health Choice Network of Florida, Inc. (HCN) provides software hosting, product development, help desk support, and training for up to 225 licensed users of CHEER. A Regional Manager provides on-site support to approximately 141 school-based health clinics.

Background: The CHEER application was developed seven years ago by HCN at the request of The Children's Trust. Since then, a contract with HCN has been renewed annually to provide software hosting and product development to meet the requirements of the school health contracts funded by The Children's Trust. Additionally, HCN has been providing help desk support, and training as requested by The Children's Trust and the contracted school health providers. This year The Children's Trust has decided to open this contract for bid to ensure we get the best technology available for the school based services.

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 29th day of May 2018.**

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

May 29, 2018

Resolution 2018-C

Strategic Plan Priority Investment Area: Health and Wellness: Comprehensive School-based Health

Strategic Plan Headline Community Result(s): Children regularly access medical, dental and behavioral health services.

Recommended Action: Authorization to issue a request for proposal (RFP) for an electronic system to track school-based health services, including development and deployment of the software in a total amount not to exceed \$500,000.00 for a term of 12 months commencing October 1, 2018 and ending September 30, 2019.

Budget Impact Funding in the amount of \$500,000.00 for this resolution is allocated for FY 2018-19 with a projected availability in FY 2019-20.

Description of Services: The Children's Trust requires all Trust-funded school-based health providers to report on services delivered to facilitate quality of care and tracking of impact. The current system was developed seven years ago by Health Choice Network of Florida, Inc. At this time, a software update is needed.

The successful applicant will have the capability of providing a software that will include the following key components:

- Must be HIPAA and FERPA compliant;
- Must have the ability to automate billing for Medicaid;
- Must have the ability to ETL (extract, transform and load) a daily feed of the Miami-Dade County Public School (M-DCPS) student records;
- Must be housed on servers located in the continental United States;
- Must have the ability to track various service codes required by state school health mandates;
- Must have the ability to quickly update the service codes as needed;
- Must have the ability create and maintain individual health plans for students with special health care needs;
- Must have the ability to easily identify and track students with special health care needs, including life-threatening allergies;
- Must have the ability for users to easily document various aspects of student encounters, including but not limited to: safe medication administration, medical services, behavioral health services, vision referrals and community-based medical referrals;
- Must have reporting capabilities that include:
 - Highlighting students who are frequent users of the services;
 - Highlighting students with chronic conditions such as diabetes, asthma and seizures;
 - Easily track students with chronic absenteeism (including both excused and unexcused absences); and
 - Provide accurate information on the student return-to-class rate.

Background: Our current reporting application for the school based health initiative was developed seven years ago by Health Choice Network (HCN) at the request of The Children’s Trust. Since then, HCN has been renewed annually to provide software hosting and product development to meet the requirements of the school health contracts funded by The Children's Trust. Additionally, HCN has been providing help desk support and training as requested by The Children's Trust and the contracted school health providers. This year The Children’s Trust has decided to open this contract for bid to ensure we get the best technology available for the school based services. The existing contract will expire on June 30, 2019. This RFP includes an eight-month overlap with the existing contract period in case we need to transition to a new vendor.

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 29th day of May 2018.**

THE CHILDREN’S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY: _____
SECRETARY

Approved by County Attorney for form and legal sufficiency _____

THE CHILDREN'S TRUST President/CEO Contracts - </= \$25,000 January 1, 2018 through March 31, 2018				
	Organization	# Served	Final Contract Amount	Description
Promote Citizen Engagement and Leadership				
1	Agape 4 Orphans International	250	\$1,000.00	Community Event to bring awareness to needed communal support of developmentally challenged students living in high-needs/risk communities (Central Dade: Coconut Grove, South Miami)
2	Barry University	400 Adults	\$20,000.00	Logistics and operational support for the six Together for Children (T4C) community partnerships' action plans.
3	City of North Miami	30 youth	\$16,779.00	Support to continue afterschool funding of a high needs remote community park as part of a community revitalization efforts.
4	Dr. Martin Luther King Jr. Parade & Festivities Committee, Inc.	5000	\$5,000.00	Sponsorship of Liberty City's Dr. Martin Luther King Holiday Parade community event honoring the legacy of Dr. Martin Luther King Jr.
5	Fatherhood Task Force of South Florida	896	\$1,500.00	Match funding to produce over 400 books on "Father Engagement in Schools" to allow schools to distribute as a promotional tool to improve male volunteers in elementary schools.
6	Florida Afterschool Network	N/A	\$15,000.00	Allows the Children's Trust to contribute \$15,000 in match funding towards the Florida Afterschool Network.
7	League of United Latin American Citizens	280 (30 youth, 250 adults)	\$5,000.00	Support funding to allow a two day "Town Hall" and conversion to promote advocacy in educational equity
8	Radical Partners	N/A	\$24,999.00	Allows The Children's Trust to contribute towards the "Connect Miami" initiative.
9	GRL Investment Group LLC	5000	\$500.00	Sponsorship of a community event in a high needs area in conjunction with Hadley Park efforts.
		Subtotal	\$89,778.00	
Public Awareness and Program Promotion				
1	Amigos Together for Kids, Inc.	4000	\$10,000.00	Sponsorship of the Annual Blue Ribbon Child Abuse Prevention Campaign
2	City of Hialeah	N/A	\$7,000.00	Sponsorship of the City of Hialeah's Health & Literacy Fair, inclusive of author appearances and a variety of literacy-oriented family activities.
3	Epilepsy Foundation of Florida	N/A	\$9,580.00	Sponsorship of "Children's Corner" at the Walk the Talk for Epilepsy event, promoting bike safety and the prevention of head injuries that lead to epilepsy.
4	Health Foundation of South Florida	500	\$2,500.00	Pacesetter Underwriting Package in the Health Foundation of South Florida.
5	The Education Fund, Inc.	2400	\$10,000.00	Sponsorship of an initiative that helps to keep art alive in public schools through the "Art of Found Objects" annual event that auctions children's art created from donated recycled materials made available for free to public school art teachers.
6	Weissman Costumes	N/A	\$2,831.74	Costume purchase for an annual community event honoring the legacy of Dr. Martin Luther King Jr., in heart of Liberty City.
		Subtotal	\$41,911.74	
Supports for Quality Program Implementation and Fiscal/admin				
1	Florida International University	2000	\$5,000.00	Sponsorship of the 2018 International Conference on Thinking
2	The Miami Foundation	30	\$5,550.00	Provides 30 scholarships for Trust staff and providers to attend the 2018 Philanthropy Miami conference and the 21st Annual Donor Next Door Event.
		Subtotal	\$10,550.00	
		Total	\$142,239.74	

Program	Total Funded	# Contracts
Promote Citizen Engagement and Leadership	\$89,778.00	9
Public Awareness and Program Promotion	\$41,911.74	6
Supports for Quality Program Implementation and Fiscal/admin	\$10,550.00	2
TOTAL	\$142,239.74	17