



Finance & Operations Committee Meeting

Thursday, June 6, 2019
The Children's Trust
3150 S.W. 3rd Avenue, 8th Floor
Conference Room A
9:30 a.m. – 10:30 a.m.

Board of Directors

Kenneth C. Hoffman
Chair

Mark A. Trowbridge
Vice-Chair

Steve Hope
Treasurer

Karen Weller
Secretary

Magaly Abrahante, Ph.D.

Laura Adams

Daniel Bagner, Ph.D.

Roderster Brandon

Constance Collins

Mary Donworth

Richard P. Dunn II

Antonia P. Eyssallenne, M.D.

Gilda Ferradaz

Sen. Anitere Flores

Lourdes P. Gimenez

Nicole Gomez

Mindy Grimes-Festge

Nelson Hincapie

Pamela Hollingsworth

Hon. Barbara Jordan

Maurice Kemp

Tiombe Bisa Kendrick-Dunn

Nancy L. Lawther, Ph.D.

Marissa Leichter

Frank Manning

Susan Neimand, Ph.D.

Marta Pérez, Ph.D.

Hon. Orlando Prescott

Javier Reyes

Hon. Isaac Salver

Rita Vega

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**

Steve Hope
Committee Chair

9:35 a.m. **Public Comments**

Steve Hope
Committee Chair

9:45 a.m. **Approval of May 9, 2019 Finance & Operations
Committee minutes summary**
(Addl. Items packet, Pg. 3)

Steve Hope
Committee Chair

9:50 a.m. **Preliminary Budget for FY 2019-20**

June 1 Ad-valorem tax estimate

James R. Haj
President/CEO

William Kirtland
Chief Financial Officer

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

Steve Hope
Committee Chair

Resolution 2019-A: Authorization to renew services and execute related contracts with multiple IT vendors in a total amount not to exceed \$1,292,500.00 for a term of 12 months, commencing October 1, 2019 and ending September 30, 2020. *(Pgs. 4-7)*

Resolution 2019-B: Authorization to execute a service order agreement with TM Telcomm Corp., and issue monthly payments for voice over IP (VoIP) telephone service and data connection in a total amount not to exceed \$95,000.00 for a term of 12 months, commencing October 1, 2019 and ending September 30, 2020 *(Pgs. 8-9)*

Resolution 2019-C: Authorization to negotiate and execute a contract renewal with The United Way of Miami-Dade County, Inc., for match funding for the Community Based Care Alliance of Miami-Dade County (CBC Alliance), in a total amount not to exceed \$64,000.00, for a term of 12 months, commencing October 1, 2019 and ending September 30, 2020. *(Pgs. 10-12)*

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.

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

James R. Haj
President/CEO

- *Champions for Children – June 13, 2019*
- *Children of Inmates Site Visit – June 20, 2019*
- *Early Childhood Research Demonstration Projects – August 22, 2019*
- *Board Retreat – August 29, 2019*
- *TRIM I & TRIM II – September 9 & September 16, 2019 (tentative)*

10:30 a.m. **Adjourn**

Reminder:

Next Committee Meeting: Thursday, July 2, 2019



Finance & Operations Committee Meeting Summary
May 9, 2019
9:31 a.m.

These actions were taken by the Finance & Operations Committee on May 9, 2019:

***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 April 11, 2019 Finance & Operations Committee meeting minutes was made by Hon. Isaac Salver and seconded by Nelson Hincapie. Motion passed unanimously, 3-0.

Resolution 2019-A: Motion to recommend the resolution to the Board of Directors on May 20, 2019 was made by Hon. Isaac Salver and seconded by Nelson Hincapie. Authorization to create a vendor pool of creative professionals and agencies selected through a request for qualifications (RFQ) to provide media and advertising services including branding, creative advertising, graphic design, digital marketing, media buying, video production, public relations, community outreach and event planning, commencing October 1, 2019, and ending September 30, 2024. **Motion passed, 5-0. Recusal by Javier Reyes.**

Resolution 2019-B: Motion to recommend the resolution to the Board of Directors on May 20, 2019 was made by Gilda Ferradaz and seconded by Nelson Hincapie. Authorization to create a vendor pool of information technology (IT) professionals and agencies selected through a request for qualifications (RFQ) to provide IT services including Infrastructure as a Service, Software as a Service, Security as a Service, Managed Services, Business Intelligence, and Integrated Data Repository, and to prequalify them for potential hire in a subsequent, streamlined procurement process for such services as needed, commencing October 1, 2019, and ending September 30, 2024. **Motion passed unanimously, 6-0.**

Initial motion to authorize the CEO to extend the lease contract with the United Way of Miami-Dade County from November 2020 to September 2025 was made by Nelson Hincapie and seconded by Hon. Isaac Salver. Motion passed unanimously, 6-0.

First Motion to reconsider the resolution was made by Nelson Hincapie and seconded by Hon. Isaac Salver. Motion passed unanimously, 6-0.

Second Vote to amend the date of the lease contract with the United Way from November 2020 to October 2025 was made by Nelson Hincapie and seconded by Hon. Isaac Salver. Motion passed unanimously, 6-0.

Meeting adjourned at 10:09 a.m.

The Children’s Trust Board Meeting

Date: June 17, 2019

Resolution: 2019-A

Strategic Plan Priority Investment Area: Technology

Recommended Action: Authorization to renew services and execute related contracts with multiple IT vendors in a total amount not to exceed \$1,292,500.00 for a term of 12 months, commencing October 1, 2019 and ending September 30, 2020.

Budget Impact: Funding in the amount of \$1,292,500.00 for this resolution is projected to be available for FY 2019-20.

Description of Services: This resolution seeks funding to renew various services utilized for the operations of The Children’s Trust and enter into related agreements with the vendor and/or partners in the case where The Children’s Trust is a member or participant of a consortium/committee, such as SAMIS, HealthMaster and Miami IDEAS. The services are as follows:

Service	Vendor Name	Usage	Amount not to exceed
IaaS	Tribridge	Hosting, maintaining and supporting the IT infrastructure needed to conduct daily business operations.	\$149,000.00
Microsoft Enterprise license, Adobe Creative Cloud and Airwatch	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. Airwatch is used to manage the board iPads.	\$120,000.00
GPaaS	MergeIT	Hosting, maintaining and supporting the accounting system. Great Plains is used to manage The Children’s Trust finances.	\$132,500.00
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.	\$50,000.00
Thechildrenstrust.org website	Branger+Briz	Hosting, maintaining and supporting The Children’s Trust’s website to provide information to the general public.	\$55,000.00
SAMIS	Children’s Services Council of Palm Beach County	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 Children’s	\$100,000.00

Resolution 2019-A – Software as a Service renewal (Information Technology, Research & Programs)
June 17, 2019

Service	Vendor Name	Usage	Amount not to exceed
		Services Council of Palm Beach County is the SAMIS collaborative's fiscal agent.	
Trust Central	Webauthor.com, LLC	Trust Central is the consolidated software as a service solution that allows The Children's Trust and its funded agencies to capture, track and report information related to Program Metrics, Contracting, Solicitations, Travel & Expense, 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.	\$282,000.00
CollaborNation	CypherWorx, Inc.	The Learning Management Content System (LMCS) used to track trainings given and taken by Trust staff and provider staff.	\$54,000.00 ¹
Healthmaster	Healthmaster Holdings, LLC	This is the software as a service solution to track school-based health clinic encounters.	\$200,000.00 ²
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 ³

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 research and evaluation budget line.

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.

These software services are being presented for renewal following the procurement policy, Exemption to Formal Competitive Solicitation Process, section G-4, single source purchases, or G-9, licenses and permits for the operation of The Children's Trust. This section is related to the business office and information technology licenses, upgrades and renewals which were previously approved by the board, and where the contract term extends beyond one year (e.g., software licenses for the continuation of The Children's Trust's operations). Each software solution was initially selected through a competitive solicitation or the establishment of the IT vendor pool and a bid process within the vendor pool. Once selected, 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 single source software product. The Miami IDEAS Consortium for Children was developed through a match program. The table below lists when the software services were procured.

Resolution 2019-A – Software as a Service renewal (Information Technology, Research & Programs)
June 17, 2019

Software	Vendor Name	Background
IaaS	Tribridge	This vendor is in the vendor pool, established through RFQ #2017-06, and was selected through a bid process and approved at the June 2017 board meeting.
GPaaS	MergeIT	This vendor was selected as a part of a competitive solicitation process, RFQ #2017-07, and approved at the June 2017 board meeting.
GPaaS	Core Integrator	This vendor was selected as a part of a competitive solicitation process, RFQ #2017-07, and approved at the June 2017 board meeting.
Thechildrenstrust.org website	Branger+Briz	This vendor was selected as a part a competitive solicitation process, RFQ #2017-05, and approved at the February 2017 board meeting.
SAMIS	Children's Services Council of Palm Beach County	This is the data collection software for the Children's Services Councils which The Children's Trust is a member.
Trust Central	Webauthor.com, LLC	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.
CollaborNation	Cypherworx, LLC	This software was selected as part of a bid process as it was \$50,000.00 and approved at the October 2018 board meeting.
Healthmaster	Healthmaster Holdings, LLC	This software was selected as part of a competitive solicitation process, RFQ #2018-10, and approved at the October 2018 board meeting.
Miami IDEAS Consortium for Children	University of Miami	<p>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 since August 2014 by the U.S. Department of Education's Institute of Education Sciences (IES).</p> <p>The Children's Trust funding began in March 2018 (Resolution #2018-41) to sustain the continuation of the software created by the federal funding.</p>

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 17th day of June 2019.**

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 17, 2019

Resolution: 2019-B

Strategic Plan Priority Investment Area: Administrative/Operations

Recommended Action: Authorization to execute a service order agreement with TM Telcomm Corp., and issue monthly payments for voice over IP (VoIP) telephone service and data connection in a total amount not to exceed \$95,000.00 for a term of 12 months, commencing October 1, 2019 and ending September 30, 2020.

Budget Impact: Funding in the amount of \$95,000.00 for this resolution is projected to be available in FY 2019-20.

Description of Services: This resolution authorizes payment for The Children's Trust's utilization of voice over IP (VoIP) hosted telephone service for local and long-distance calls. It also approves the purchase of internet connection services with dedicated managed circuits between The Children's Trust's offices and the internet.

The Children's Trust contracts with TM Telcomm Corp., for two services: (1) Voice over IP hosted telephone services, and (2) dedicated managed circuits. These two services facilitate The Children's Trust's communications with the world. VoIP provides telephone services while the dedicated managed circuits ensure connectivity from The Children's Trust's offices to the Infrastructure as a Service solution hosted by Tribridge Holdings, LLC.

Background: TM Telecomm Corp. has been providing the combined services described above for five years. On November 2, 2017, The Children's Trust entered into a new three-year agreement with TM Telcomm Corp. which extends through November 1, 2020, subject to annual appropriation. The board of The Children's Trust retroactively approved the agreement with TM Telcomm Corp. on July 9, 2018, through resolution #2018-85.

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 17th day of June, 2019.**

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 17, 2019

Resolution: 2019-C

Strategic Plan Priority Investment Area: Community Awareness and Advocacy: Cross-funder collaboration of goals, strategies and resources.

Strategic Plan Headline Community Result(s): This investment supports all headline community results for children in the child welfare system.

Recommended Action: Authorization to negotiate and execute a contract renewal with The United Way of Miami-Dade County, Inc., for match funding for the Community Based Care Alliance of Miami-Dade County (CBC Alliance), in a total amount not to exceed \$64,000.00, for a term of 12 months, commencing October 1, 2019 and ending September 30, 2020.

Budget Impact: Funding in the amount of \$64,000.00 is projected to be available in FY 2019-20.

Description of Services: Since August 2007, The Children's Trust has provided annual funding to the Community Based Care Alliance of Miami-Dade County (CBC Alliance) to defray staff and operational costs. United Way serves as the fiscal agent for the CBC Alliance. The funding for one staff position and operating costs allows the CBC Alliance board and its subcommittee work groups to function adequately to advocate, monitor, evaluate and propose improvements to the child welfare system. Recommendations by the CBC Alliance help to improve the well-being of children in the foster care system and promote the integration of foster care with other social services programs, including The Children's Trust's direct services programs.

The \$64,000.00 invested by The Children's Trust supports the CBC Alliance full-time director position, operating costs and the CBC Alliance Annual Regional Child Welfare Conference.

The CBC Alliance director is responsible for the day-to-day operations of the CBC Alliance, the implementation of its mission, goals and responsibilities, and provides administrative guidance to the CBC Alliance, as well as the following:

- organizing and attending monthly CBC Alliance meetings;
- preparing and disseminating minutes from all committee meetings and a summary of all full board meeting minutes;
- conducting follow-up activities after all full board and committee meetings;
- participating in the child welfare system and community meetings and events as the CBC Alliance representative;
- facilitating meetings and ensuring action plans are developed and completed for board-driven priorities and projects;
- engaging in regular communication with the CBC Alliance related to community events and advocacy opportunities;
- overseeing all operational issues concerning the CBC Alliance; and
- engaging in activities related to ongoing projects of the CBC Alliance.

The Annual Regional Child Welfare Conference is a one-day event for county-wide community partners offering coordinated, evidence-based training that supports improved services for

children and their families.

As the fiscal agent, the United Way of Miami-Dade County, Inc., has agreed to continue coordinating the payment for the staff position, using the funds from this contract together with the funding commitments from other agencies.

Background: The CBC Alliance was established under section 20.19(6), Florida Statutes, to carry out the mission of providing a local community presence to guide the development of community-based care for child welfare in Miami-Dade County. While the CBC Alliance is statutorily created, it has always been the responsibility of local stakeholders to establish it as a functional body that promotes the interests of children and families associated with the child welfare system.

The CBC Alliance is composed, by law, of mandatory representatives, and includes several members through expansion, so that at any given time the body consists of more than 20 participating members. The Children's Trust is a mandatory representative to the CBC Alliance, as the children's services council representative.

The mission of the CBC Alliance is to engage the community in advocating for a family-centered, culturally-competent and outcomes-driven system of care that enhances the safety, permanency, and well-being of children and families. The CBC Alliance focuses on:

- redesigning the system of care for children in or diverted from the juvenile dependency system;
- serving as the lead advocate for implementation of research-based best practices for the provision of services to dependent and other children associated with the child welfare system, including the advent of "structured decision-making" in the child welfare system;
- advocating for additional funding for traditionally state-operated social services components; and
- maintaining an open community forum for addressing the challenges associated with the community-based system of care for dependent children and for continuing improvement of the system.

In addition to the activities listed above, over the past year the CBC Alliance has accomplished the following:

- conducted the Annual Regional Child Welfare Conference;
- actively participated with the Florida Department of Health, Kristi House, Our Kids Inc. Miami-Dade/Monroe, Full Case Management Agencies, and University of Miami through the Teen Sexual Health Workgroups;
- facilitated communications through collaborative meetings between multiple Foster Parent Associations, Community Partners, DCF, CLS and Our Kids Inc. of Miami-Dade Monroe;
- actively participated and facilitated the Visitation and Transportation Quality Improvement Workgroup involving collaborative partnerships with Full Case Management Agencies, Judiciary, Florida Foster Parent Association, Early Learning Coalition, Our Kids Inc. of Miami-Dade/Monroe and Guardian Ad Litem program;
- through its Placement committee, reviewed and strategically planned with Our Kids Inc. of Miami-Dade/Monroe to prioritize kinship care for foster youth;
- participated in Collaborative Domestic Violence Awareness Campaign;
- developed the Dependency Provider's Workgroup and collaborated with South Florida Behavioral Health Network and its providers to implement a system that bridges the gap of communication between the court and the provider;
- participated and hosted the First Annual Statewide Community Based Care Alliance Workgroup Meeting at the 2018 DCF Child Protection Summit, with continued workgroup facilitation in 2019 to take targeted barriers to legislature;
- designed strengths, weaknesses, opportunities, and threats analysis (SWOT) for community partners, stake holders and members of the CBC Alliance to express their concerns and issues as well as make recommendations or suggestions of

- different topics within the child welfare system; and
- conducted the CBC Alliance-Guardian ad Litem Training Series.

In addition to the funding from The Children’s Trust, the following agencies contribute to the staff position and operating expenses of the CBC Alliance:

Partner	Amount
The Department of Children and Families	\$11,769.00 (in-kind)
One Voice IMPAACT	\$ 3,000.00
The Ware Foundation	\$25,000.00
Voices for Children Foundation, Inc.	\$ 1,200.00
Domestic Violence Initiative	\$ 9,340.78
Total	\$50,309.78

As a result of the partnership, nearly every dollar The Children’s Trust invests is matched by the partners collectively. Per the procurement policy, section 2006, Match Funding and Funder Collaboration, the negotiation and execution of a match contract are exempt from the competitive solicitation process. Renewal of match funding beyond the initial contract term is at the sole discretion of The Children’s Trust and is contingent upon satisfactory performance, availability of funding, and an ability to maintain the underlying primary funding sources.

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 17th day of June, 2019.**

THE CHILDREN’S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____