



Finance & Operations Committee Meeting

Thursday, June 7, 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.
Rodester 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
<i>Chair</i> |
| 9:35 a.m. | Public Comments | Kenneth C. Hoffman
<i>Chair</i> |
| 9:45 a.m. | Approval of May 17, 2018 Finance & Operations Committee minutes summary (Addl. Items packet, Pg. 3) | Kenneth C. Hoffman
<i>Chair</i> |
| 9:50 a.m. | Recommendation from Audit Review Committee for the selection of an auditor | James R. Haj
<i>President/CEO</i> |
| 10:10 a.m. | Preliminary Budget for FY 2018-19 <ul style="list-style-type: none">• <i>June 1 Ad-valorem tax estimate</i> | James R. Haj
<i>President/CEO</i>

William Kirtland
<i>Chief Financial Officer</i> |
| 10:30 a.m. | IT Presentation | Stephanie Sylvestre
<i>Chief Programs Officer/Chief Information Officer</i>
Sheryl S. Borg
<i>IT Director</i> |

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.

10:40 a.m. **Resolutions**

Kenneth C. Hoffman
Chair

Resolution 2018-A: Authorization to retroactively ratify the agreement with SHI International Corporation and The Children's Trust and, to renew licenses with multiple IT vendors for software and hardware maintenance and support, in a total amount not to exceed \$108,347.00 for a term of 12 months commencing, October 1, 2018, and ending September 30, 2019. *(Pgs. 4-5)*

Resolution 2018-B: Authorization to renew software services with multiple IT vendors in a total amount not to exceed \$ 789,094.00 for a term of 12 months, commencing October 1, 2018 and ending September 30, 2019. *(Pgs. 6-9)*

10:55 a.m. **CEO Report**

James R. Haj
President/CEO

- *Champions for Children – June 14, 2018*
- *Family Expo – September 8, 2018*
- *Summer Youth Internship*
- *#Read30*
- *Provider Orientation Training*
- *Monthly Financials*

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

Reminder:
Next Committee Meeting: Thursday, July 5, 2018

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.



Finance & Operations Committee Meeting Summary
May 17, 2018
9:32 a.m. – 10:14 a.m.

These actions were taken by the Finance & Operations Committee on May 17, 2018:

Motion to approve the April 5, 2018 Finance & Operations Committee meeting minutes was made by Steve Hope and seconded by Rep. Nicholas Duran. Motion passed unanimously, 5-0.

Resolution 2018-A: Motion to recommend the resolution to the Board of Directors on May 29, 2018 was made by Steve Hope and seconded by Rep. Nicholas Duran. 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. **Motion passed unanimously, 5-0.**

Resolution 2018-B: Motion to recommend the resolution to the Board of Directors on May 29, 2018 was made by Steve Hope and seconded by Mark Trowbridge. 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. **Motion passed unanimously, 5-0.**

Resolution 2018-C: Motion to recommend the resolution to the Board of Directors on May 29, 2018 was made by Mark Trowbridge and seconded by Rep. Nicholas Duran. 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. **Motion passed unanimously, 5-0.**

Meeting adjourned at 10:14 a.m.

The Children's Trust Board Meeting

Date: June 18, 2018

Resolution: 2018-A

Strategic Plan Priority Investment Area: Technology

Recommended Action: Authorization to retroactively ratify the agreement with SHI International Corporation and The Children's Trust and, to renew licenses with multiple IT vendors for software and hardware maintenance and support, in a total amount not to exceed \$108,347.00 for a term of 12 months commencing, October 1, 2018, and ending September 30, 2019.

Budget Impact: Funding in the amount of \$108,347.00 for this resolution, is allocated for FY 2018-19.

Description of Services: The Children's Trust desires to renew its licensing for software and/or hardware support and maintenance with the following vendors for a total amount not to exceed \$108,347.00.

Software	Vendor	Usage	2018-2019 recommended amount
Adobe Creative Cloud	Adobe, Inc.	Adobe Creative Cloud allows for the creation of multimedia artifacts and enhanced pdf documents.	\$5,100.00
CISCO	Unified Technologies	The Cisco Unified Computing System (UCS) chassis, blade servers, and network switches are part of the computing and communications infrastructure owned by The Children's Trust managed by Tribridge as a Service.	\$4,011.00
Domain names	Dessert Newco LLC dbaGoDaddy.com, LLC & Network Solutions, LLC	Domain names allow use of thechildrenstrust.org, todoslosninos.org, trustcentral.org and heartgallery.org websites.	\$5,000.00
EZ Office	EZ Office	EZ Office allows management of The Children's Trust's IT asset inventory.	\$432.00
Microsoft Enterprise licenses	SHI International Corp	The Children's Trust's staff uses Microsoft products for basic computer needs such as email, word processing.	\$89,504.00
SPSS	IBM	The Children's Trust's staff uses SPSS to do statistical analysis of various data sets.	\$4,300.00

Software	Vendor	Usage	2018-2019 recommended amount
Total Cost			\$108,347.00

Background:

The Children’s Trust has software and hardware licenses from numerous vendors. These software and hardware licenses are crucial to the daily business activities of staff and facilitates staff’s ability to perform daily tasks, including interacting with providers in a more efficient manner, data capturing for tracking funded program activities and, overall performance. These software vendors are part of the approved State of Florida software vendor list. The software except for EZ Office has been used since the inception of The Children’s Trust. EZ office was acquired in 2014.

Microsoft Enterprise License: On March 9, 2016, The Children’s Trust entered into a three year agreement with SHI international Corporation for the period of April 1, 2016 to March 31, 2019. On October 19, 2015, the board approved the expenditures for this agreement for one year. Approval requests for payments were requested annually until this present resolution. However, with the initial approval of the expenditure, the board did not approve the three year agreement. Staff is requesting that through this resolution that the board retroactively ratify the agreement between SHI International Corporation and The Children’s Trust. Board approval is also being requested to pay for this 12 month period. Payments due for the remaining contractual period will be subject to annual appropriation..

These software and hardware licenses are being presented for renewal following the 2000 General Purchasing and Procurement Policy, Exemption to Formal Competitive Solicitation Process, section G-9, Licenses and permits for the operation of The Children’s Trust’s business office and information technology licenses, upgrades and renewals which have previously been approved by the board, where the contract term extends beyond one year (e.g., software licenses for the continuation of The Children’s Trust’s operations).

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 18th day of June 2018.**

THE CHILDREN’S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____

Resolution 2018-A – In-house Software and Hardware renewal (Information Technology)
June 18, 2018

The Children's Trust Board Meeting

Date: June 18, 2018

Resolution: 2018-B

Strategic Plan Priority Investment Area: Technology

Recommended Action: Authorization to renew software services with multiple IT vendors in a total amount not to exceed \$ 789,094.00 for a term of 12 months, commencing October 1, 2018 and ending September 30, 2019.

Budget Impact: Funding in the amount of \$ 789,094.00 for this resolution is allocated for FY 2018-19.

Description of Services: This resolution seeks funding to renew various software services utilized for the operations of The Children's Trust, for a total amount of \$791,094.00 for the twelve-month term commencing October 1, 2018 through September 30, 2019.

Software	Vendor Name	Usage	2018-2019 recommended
Community app hosting	Nine 9 Symbol, LLC	Hosting of the funded programs directory and summer guide data available to the general public via The Children's Trust Programs Guide mobile app. This app will be replaced in March 2019 by an enhanced app created by Branger+Briz, LLC.	\$2,400.00
IaaS	Tribridge	Hosting, maintaining and supporting the IT infrastructure needed to conduct daily business operations.	\$141,490.00
GPaaS	MergeIT	Hosting, maintaining and supporting our accounting system Great Plains which is used to manage The Children's Trust finances.	\$86,500.00
GPaaS	Core Integrator	Hosting, maintaining and supporting the document management systems that contains all spending related documents and approvals prior to monies being spent. It is integrated with Great Plains.	\$55,060.00
Thechildrenstrust.org website	Branger+Briz	Hosting, maintaining and supporting our website that is used to provide The Children's Trust information to the general public.	\$42,900.00

Software	Vendor Name	Usage	2018-2019 recommended
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 (SMC). The Children's Services Council of Palm Beach County is the SAMIS collaborative Fiscal Agent.	\$100,000.00
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 allows the staff to extract and report on the data entered in Trust Central.	\$202,000.00
Integrated Data System (IDS)	University of Miami	This solution allows us to integrate community data in a manner that allows for both community and individual level analysis of the impact our investment is having in the community.	\$150,000.00*
Zendesk Inc.	Zendesk Inc.	Zendesk is the ticketing system that tracks IT and administrative requests.	\$8,744.00
Total Cost			\$ 789,094.00

* This 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, to capture data, track funded program activities and overall 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 (Single Source Procurement, Policy No. 2004). Each software solution was initially selected

through a competitive solicitation or bid process. Once selected, the staff at The Children’s Trust have worked with the software vendors to customize the software, thereby making it specific to our use and concomitantly resulting in a single source software product. The table below lists when the software services were solicited.

Software	Vendor Name	Background
Community app hosting	Nine 9 Symbol, LLC	This vendor was selected through a bid process in April 2016.
IaaS	Tribridge	This vendor is in our vendor pool which was established with RFP 2017-06 and approved at the April 2017 board meeting. This vendor was selected through a bid process and approved at the June 2017 board meeting.
GPaaS	MergedIT	This vendor was selected as a part of the RFP 2017-07 competitive solicitation process and approved at the June 2017 board meeting.
GPaaS	Core Integrator	This vendor was selected as a part of the RFP 2017-07 competitive solicitation process and approved at the June 2017 board meeting.
Thechildrenstrust.org website	Branger+Briz	This vendor was selected as a part of the RFP 2017-05 competitive solicitation process 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 Council which we are 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 our vendor pool which was established with RFP 2017-06 and approved at the April 2017 board meeting.
Integrated Data System (IDS)	University of Miami	This vendor was selected as part of Resolution #2018-41 and our Thirty million words application approved at the February 2018 board meeting.
Zendesk Inc.	Zendesk Inc.	This vendor was selected as part of a bid process in August 2013.

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 18th day of June 2018.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____