

10:25 a.m. **CEO Report**
• *Update on Procurement Policy*

James R. Haj
President/CEO

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

Reminder:

Next Committee Meeting: Thursday, January 11, 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
October 4, 2017
9:30 a.m. – 11:00 a.m.

These actions were taken by the Finance & Operations Committee on October 4, 2017:

Motion to approve the August 31, 2017 Finance & Operations Committee meeting minutes was made by Nelson Hincapie and seconded by Mark Trowbridge. Motion passed unanimously, 3-0.

Resolution 2017-A: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Mark Trowbridge and seconded by Nelson Hincapie. Authorization to issue monthly payments for voice over IP (VoIP) telephone service and data connection pursuant to a service order agreement with TM Telcomm Corp., for a term of 12 months commencing October 1, 2017 and ending September 30, 2018, in a total amount not to exceed \$95,000.00. Motion passed unanimously, 3-0.

Resolution 2018-B: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Mark Trowbridge and seconded by Nelson Hincapie. Authorization to renew software licenses with five IT vendors, for a term of 12 months, commencing October 1, 2017 and ending September 30, 2018, in a total amount not to exceed \$314,328.00. Motion passed unanimously, 3-0.

Resolution 2018-C: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Mark Trowbridge and seconded by Nelson Hincapie. Authorization to renew licenses with multiple IT vendors for software and hardware maintenance and support, for a term of 12 months commencing October 1, 2017 and ending September 30, 2018, in a total amount not to exceed \$109,087.00. Motion passed unanimously, 3-0.

Resolution 2018-D: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Nelson Hincapie and seconded by Mark Trowbridge. Authorization to negotiate and execute a second year contract with Wow Factor Marketing Group, Inc., an agency selected from the 2016-2019 vendor pool for media buying services and market research, for a term of 12 months, commencing on October 1, 2017, and ending on September 30, 2018, in an amount not to exceed \$1,031,000.00, inclusive of \$842,350.00 to purchase media and \$188,650.00 in agency fees and market research. Motion passed unanimously, 3-0.

Resolution 2018-E: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Mark Trowbridge and seconded by Nelson Hincapie. Authorization to issue monthly payments pursuant to a service order agreement with Rex Three, Inc. to print and prepare for distribution The Children's Trust's trilingual monthly parenting newsletter, for a term of 12 months, commencing on October 1, 2017, and ending on September 30, 2018, in an amount not to exceed \$56,000.00. Motion passed unanimously, 3-0.

Resolution 2018-F: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Nelson Hincapie and seconded by Mark Trowbridge. Authorization to negotiate and execute an eleventh year match contract renewal with The United Way of Miami-Dade County, Inc., acting as fiscal agent to the Community Based Care Alliance of Miami-Dade County (CBC Alliance), to continue to fund one staff position and operating costs for a term of 12 months, commencing October 1, 2017 and ending September 30, 2018, in a total annual amount not to exceed \$55,000.00. Motion passed unanimously, 3-0.

Resolution 2018-G: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Mark Trowbridge and seconded by Nelson Hincapie Authorization to expend up to \$50,000.00 with Raymond Consulting, Inc., for professional services to support The Children's Trust in various planning and implementation efforts, over a term of 12 months, commencing October 1, 2017 and ending September 30, 2018. **Motion passed unanimously, 3-0.**

Resolution 2018-H: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Mark Trowbridge and seconded by Nelson Hincapie. Authorization for the payment of membership dues to the Florida Children's Council, Inc. (FCC), for a term of 12 months commencing October 1, 2017 and ending September 30, 2018, in a total amount not to exceed \$132,513.00. **Motion passed unanimously, 3-0.**

Resolution 2018-I: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Nelson Hincapie and seconded by Mark Trowbridge. Authorization to amend the current contract with Trinity Church, Incorporated, which is in the amount of \$426,500.00, to add up to \$451,050.00 to prevent disruption of after-school and summer camp services that were previously served by Sweet Vine, Inc., commencing August 1, 2017 through July 31, 2018. **Motion passed unanimously, 3-0.**

Resolution 2018-J: Motion to recommend the resolution to the Board of Directors on October 16, 2017 was made by Nelson Hincapie and seconded by Mark Trowbridge. Authorization to amend the current contract with CMB Visions, Incorporated to add up to \$252,266.00 to prevent disruption of after-school and summer camp services for younger children and \$260,367.00 to prevent disruption of youth enrichment services for older youth that were previously served by United Martial Arts Academy, Incorporated, in a total contract amount not to exceed \$782,633.00 commencing August 1, 2017 through July 31, 2018. **Motion passed unanimously, 3-0.**

Meeting adjourned at 10:39 a.m.

The Children's Trust Board Meeting

Date: November 14, 2017

Resolution: 2018-A

Strategic Plan Priority Investment Area: Administrative/Operations

Recommended Action: Authorization for the expenditure of up to \$5,000.00, in addition to the \$24,000.00 that has already been expended, in a total amount not to exceed \$29,000.00 in FY 2016-17, with Konica Minolta Business Solutions U.S.A., Inc. for comprehensive management of print services.

Budget Impact: Funding in the amount of up to \$5,000.00 for this resolution is allocated to FY 2016-17.

Background: Printing services are essential to The Children's Trust's daily business activities and operations. Over the past year, Konica Minolta Business Solutions U.S.A., Inc. has provided comprehensive management print services to The Children's Trust. The Children's Trust traditionally spends less than \$25,000.00 for print services each fiscal year. However, during the 2016-17 fiscal year, The Children's Trust experienced an increase in projects, largely due to the processing of a high amount of funding solicitation requests within a short period of time. This has resulted in the increased use of printers, toner, machine parts and concomitant additional maintenance and management services by the vendor.

Description of services to be provided: This request, once approved, will authorize payment of additional funds for Konica Minolta Business Solutions U.S.A., Inc. to continue providing comprehensive management of print services. Services include supplying toner, printing machine parts, and maintenance, as needed. This vendor is reliable and provides excellent customer service with a prompt response and turnaround time.

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 14th day of November, 2017.**

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: November 14, 2017

Resolution: 2018-B

Strategic Plan Priority Investment Area: Program and Professional Development (PPD)

Strategic Plan Headline Community Result(s): Supports for quality program implementation and fiscal/administrative functions.

Recommended Action: Authorization for sponsorship of the Florida International University (FIU) Center for Children and Families Miami International Child & Adolescent Mental Health (MICAMH) Conference to be held in Miami on February 21-23, 2018, inclusive of free admission for providers affiliated with The Children's Trust, in an amount not to exceed \$25,000.00.

Budget Impact: Funding in the amount requested for this resolution, \$25,000.00 is allocated to FY 2017-18.

Description of services to be provided: This sponsorship will be used to provide free admission to staff of The Children's Trust-funded organizations that provide mental health treatment to children in Miami-Dade County to a state-of-of-the-art, evidence-based prevention and treatment interventions conference for mental health and educational problems in children and adolescents. This will allow Trust providers who participate to incorporate newly acquired evidence-based practices throughout their programs and meaningfully improve the quality of care for families throughout the region. The Florida International University Center for Children and Families provides all other costs, approximately \$125,000.00, associated with conducting an event of this size and status. Conference topics will include the following:

- School mental health;
- Attention-Deficit/Hyperactivity Disorder (ADHD) and the family;
- Autism;
- Social anxiety, family relationships, adolescence;
- Adolescent Panic Disorder;
- Anxiety & Phobic Disorders;
- Combating body dissatisfaction;
- Racism, racial identity, and mental health in African American youth;
- Coordinating mental health with primary care/pediatrics; and
- Classroom management of kids with behavior problems.

Background: The Children's Trust's strategic plan prioritizes investments in programmatic and professional development for Trust-funded provider agencies, with a particular focus on supporting the implementation of evidence-based programs and practices that address child and adolescent mental health, familial relationships, social skills and academic performance. Per the Capacity Building, Training and Professional Development Policy (Procurement Policy 2000d) this is not subject to The Trust's competitive solicitation requirements.

The goals of the Florida International University Center for Children and Families are (1) to increase knowledge of mental health and learning problems of youth, (2) to promote the

development of effective treatments and prevention, and (3) to disseminate this information to professionals in mental health, education, and primary care.

The Children's Trust has provided sponsorship to this conference since 2011 with positive benefits noted. Past sponsorships served hundreds of local service providers, most from Trust-affiliated agencies, and demonstrated high rates of satisfaction, increased knowledge gained, as well as an impact on actual implementation of evidence-based practices. Last year nearly 500 mental health professionals and educators from all across the world convened in Miami for the MICAMH Conference with approximately 25% of the attendees being children's mental health providers at organizations in Miami-Dade County supported by 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 14th day of November, 2017.**

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: November 14, 2017

Resolution: 2018-C

Strategic Plan Priority Investment Area: Technology

Recommended Action: Authorization to negotiate and execute a three year agreement with the Statewide SAMIS Management Committee commencing on October 1, 2017, and ending on September 30, 2020.

Budget Impact: No budget impact - Funding for this contract was previously approved.

Background: The Services and Activities Management Information System (SAMIS) is a web-based funder information data collection system used by The Children's Trust for provider reporting on fiscal, program, and performance measures. SAMIS was developed by other Children's Services Councils (CSCs) over the past 15 years and is managed by a collaborative partnership of five Florida CSCs, with the Children's Services Council of Florida serving as the operating agent. Members of the Statewide SAMIS Management Group include CSCs in Broward, Duval (Jacksonville), Martin, Miami-Dade and Palm Beach (currently serving as fiscal agent) Counties.

The Children's Trust joined the SAMIS Collaborative in 2010. In 2012, The Children's Trust transitioned all service providers into the fiscal reporting components of SAMIS, using it to negotiate/approve contract budgets, submit requests for payment, and manage budget amendments. In 2013, The Children's Trust transitioned provider reporting on the programmatic side to SAMIS, using it to track participant demographics, attendance, and performance measures.

Description of Services to be Provided: On October 16, 2017, through resolution #2018-02, the board approved \$100,000.00 for a 12 month contract for the utilization and maintenance of SAMIS. The Children's Trust now seeks further authorization from the board to execute an agreement for this collaborative. The three year agreement collaborative allows for cost-sharing for system maintenance and enhancements, and brings the added value of shared knowledge and experiences of other CSCs. In addition, this agreement will establish a collaborative client information system in which state, local, and private agencies may share information which includes, but is not limited to, information regarding: criminal justice, juvenile justice, education, employment, training, health, and human services. The agreement ensures that each participating agency will maintain the confidentiality and exempt status of the information shared as required by law.

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 14th day of November 2017.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____