



**Finance & Operations Committee Meeting
Transcript**

August 30, 2018

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THE CHILDREN'S TRUST

FINANCE & OPERATIONS COMMITTEE MEETING

The Children's Trust Finance & Operations Meeting was held on Thursday, August 30, 2018, commencing at 9:35 a.m., at The Children's Trust, 3150 S.W. 3 Avenue, Conference Room A, Miami, Florida 33129. The meeting was called to order by Kenneth Hoffman.

REPORTED BY:
STEPHANIE ANEZ-ARRIECHI, COURT REPORTER
NOTARY PUBLIC, STATE OF FLORIDA

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PRESENT:

- Muriel Jeanty
- James Haj
- Kenneth Hoffman
- Leigh Kobrinski
- Ester Jacobo
- Rep. Nicholas Duran
- Inson Kim
- Dr. Magaly C. Abrahante
- Nelson Hincapie
- Imran Ali
- Vivianne Bohorques
- Stephanie Sylvester
- Donovan Lee-Sing
- William Kirtland

1 (9:35 a.m.)

2 MR. HOFFMAN: It's 9:35 a.m. Welcome. We have
3 just a few items on the agenda, so this should be a
4 fairly quick meeting. Do we have any public
5 comments?

6 MS. JEANTY: No. No public comments.

7 MR. HOFFMAN: No. Good. So then we'll move to
8 first item is approval of the minutes of the July 5th
9 finance and operations committee meeting. I wasn't
10 at the meeting. Does anybody have any comments on
11 the -- on the minutes?

12 Motion to approve?

13 MR. DURAN: So moved, Duran.

14 MS. JEANTY: Second.

15 MR. HOFFMAN: Thank you.

16 (Simultaneous conversation.)

17 MR. HOFFMAN: All those in favor?

18 MULTIPLE SPEAKERS: Aye.

19 MR. HOFFMAN: Opposed? None. Okay.

20 So we had a series of updates to the procurement
21 policy that staff has prepared. I did have an
22 opportunity to look at an earlier iteration of this,
23 and I don't know if all of you have had this in your
24 agenda packets, but it was fairly recent, and I think
25 staff is going to be talking to each of you, so Jim

1 or Vivianne, do you want to go over the summary of
2 what we're trying to change?

3 MR. HAJ: Yeah. Mr. Chair, thank you. The
4 updated procurement policy for any of those just to
5 remind you in December we updated the procurement
6 policy. It was our first major update probably since
7 the inception of the trust, and that was really just
8 to get the solicitations out the door and knew that
9 we were going to -- it's a pretty lengthy document
10 and we wanted to clean it up and see if there's
11 anything that we can fine tune.

12 So what's before you it just some kind of clean
13 up from the December -- after we -- after we approved
14 in December, we went with staff going through it. We
15 didn't want to piecemeal it, we kind of want to spend
16 some time getting it all together and bringing it
17 back with our suggestions. So we would like some
18 time to go through it. I think we through it with
19 many of you. Steve Hope is not here, but Steve is in
20 favor of this too and we reviewed it with it.

21 So, Vivianne -- you have two things. On your
22 iPad there's a procurement document with all the
23 strike throughs of the document, and in front of you,
24 in a hard copy pretty much is a one-page cheat sheet
25 that I could walk you through it. So, Vivianne --

1 MR. HOFFMAN: Yeah, I think if --

2 MR. HAJ: You just want to go through the
3 summary.

4 MR. HOFFMAN: -- if you or Vivianne can just go
5 through the summary and we can ask questions along
6 the way.

7 MS. BOHORQUES: So as Jim mentioned, the main
8 things that we saw as we were going through the
9 policy that there were gaps around were a process in
10 the policy for funder collaboration and how we do
11 that, as well as a community engagement fund. So
12 that's what led to, you know, we needed to go back
13 and revisit some of this, so those are I would say
14 substance-wise would be the big additions that we
15 made.

16 So in the first page when you see the policies,
17 we removed a policy that we didn't quite see a need
18 for, and I'll explain that when we get to that piece,
19 which was 2001, and then we added fund collaboration
20 to the match funding policy and we added a community
21 engagement policy, and then we renumbered all of the
22 ones that we had. So that's the change in the first
23 page.

24 And then if you go to page four, in the -- and
25 throughout you'll see some other strike-throughs, but

1 it was really just to clarify things and to be
2 consistent in our language, so it wasn't much
3 substance. So we'll just go over the ones that were
4 more content related.

5 Under the CO purchase authority, we added the
6 sort of separating the funding that goes to a vendor
7 or a provider for direct services and sponsorship.
8 So for example, we may fund an organization to
9 provide afterschool programming, but we may also
10 sponsor a big event that they're doing, and so
11 sometimes we were going over, it could cause us to go
12 over the amount for that specific provider approved
13 by the board, so we separated those two as two
14 different funding categories. So that's the change
15 that you'll see there.

16 And then in page -- are there any questions so
17 far?

18 DR. ABRAHANTE: I have a comment.

19 MS. BOHORQUES: Yes.

20 DR. ABRAHANTE: On that particular change, I
21 think this is a good -- a good change because it
22 brings clarity to differentiating work that is being
23 done under a regular contract from something specific
24 that before wasn't as clear, so I think this makes
25 that clear, so it's a good thing.

1 MR. HAJ: And may I inject, and this just came
2 up yesterday, so we didn't have the time. On the CO
3 report where it says, "the purchase shall not exceed
4 \$100,000 per month across multiple venders," so it's
5 really \$1,200 (phonetic) per year. So if this
6 finance committee can take into consideration is
7 there a way to move the \$100,000 per month from here
8 and just keep the limit, because what we start
9 hitting in the ceiling, is the summer months are
10 usually higher than the others. It's a seasonal-type
11 thing, and we just start hitting the ceiling. So I
12 still want the ceiling at a million two, but if we
13 can take off the \$100,000 per month because that kind
14 of just trips us up during the summer months or
15 leading up to the summer months. So we're not asking
16 to spend more, just having some flexibility to give
17 me some type of flexibility throughout the year.

18 MR. HOFFMAN: Any comments or thoughts about
19 that?

20 DR. ABRAHANTE: I think I'm okay -- I think
21 that's reasonable. It makes sense. A monthly --
22 it's an artificial threshold --

23 MR. HAJ: And it's reported back to the board.
24 All the systems are still in place. It's just to
25 give the flexibility throughout the year.

1 DR. ABRAHANTE: Are you -- I'm sorry, that is
2 reported monthly, correct?

3 MR. HAJ: Quarterly.

4 MULTIPLE SPEAKERS: Quarterly.

5 DR. ABRAHANTE: Quarterly. Okay. All right.

6 REP. DURAN: Yeah, that makes sense to me.

7 MR. HOFFMAN: Okay. No objections to that.

8 MS. KOBRINSKI: So you have to prepare a
9 resolution amending the -- resolution to the 760.

10 MR. HOFFMAN: Okay. Vivianne.

11 MR. ALI: Well, going to strike (inaudible).

12 MS. KOBRINSKI: Well, we can in the resolution
13 amending resolution 2760 you can add language that
14 you'll amend the procurement policy accordingly. You
15 can't do it right now.

16 MS. BOHORQUES: Okay. So then on page -- on
17 page five where we get into the exemptions, in G1, so
18 earlier I said we removed policy number 2001 which
19 talked about administrat -- operations and
20 administrative expenses.

21 When we looked at what those were that would
22 have to come back to the board because they're over
23 \$25,000, the majority of them were covered under
24 other exemptions already, so they were either
25 employee benefits or services provided by government

1 entities, and so that was covered already. So what
2 we did in G1 was added examples of operational
3 expenses that are covered under gover -- that are
4 government services, such as the county attorney, the
5 tax collector, and a property appraiser, and added
6 that those expenditures would be approved when the
7 budget is approved and passed. And that allowed us
8 to remove that other policy that didn't really -- it
9 was already covered in other areas. Any questions on
10 that one? Okay.

11 Okay. On page ten, this was very simple. It
12 was just a lot of our language in here talked about
13 the question and answer process for competitive
14 solicitations being on the website or information
15 being posted on the website in a timely fashion, but
16 we've transitioned to an online system, so I just
17 changed that language to align with our new process.

18 On page eleven, in the appeals policy, if you
19 remember during the solicitations and really at the
20 direction of the board, we had built in this in-
21 between stage of appeals where an applicant requests
22 an appeal, we review that request and see if it
23 matches, you know, if they have procedural grounds,
24 and if they did, we moved on with an appeal meeting.
25 If they didn't, we let them know that there were no

1 procedural grounds and we invited them for a review
2 meeting. That wasn't quite spelled out clearly in
3 this policy, so we added that, where a request would
4 come in, we would review the request, if it aligned
5 with the definition of, you know, of the requirements
6 for an appeal, we granted an appeal meeting, and if
7 it didn't, we informed them that there are no
8 procedural grounds, but they can come in for a
9 review. So we just spelled that out in the policy.

10 On page -- starting on page fifteen, we added
11 funder collaboration to the match-funding policy
12 because there is some alignment in those processes,
13 but they're not identical, so we wanted to use the
14 fact that we had the match-funding policy, but add
15 the definition and the process and funder
16 collaboration in there. And some of the main
17 differences are with funder collaboration, you have a
18 group of funders that are interested in -- in sort of
19 tackling an issue or coming together around -- around
20 direct impact towards one -- one area, as opposed to
21 somebody -- an applicant or an agency saying we --
22 you know, we have an opportunity to draw on these
23 dollars, but we need a match. Right, so kind of how
24 they come into our -- our equal system is a bit
25 different, and so we spelled that out, and the

1 process is slightly different, but there is a process
2 for funder collaboration as well, and we wanted to
3 make sure that that was clearly spelled out in our
4 policy because it wasn't before. And that's what you
5 see there.

6 We also here there was sort of a threshold that
7 didn't quite align with other policies. It had that
8 all match funding had to come to board for approval,
9 if it was equal or greater than \$10,000, which didn't
10 really align to our other processes of \$25,000, that
11 limit, so we adjusted that to align with everything
12 else.

13 On page seventeen, or starting on page seventeen
14 with capacity building, in this -- in this one you'll
15 see a lot of strike-throughs, but really it was --
16 for some reason that policy sort of kept the -- the
17 template that we had from before. So I changed it to
18 align with the rest of the policy, where the policy,
19 the procedure, and the process, and so it wasn't all
20 this other information. For example, it had the
21 terms of the contract which shouldn't be here. We
22 have -- we have a contract already, so that those
23 terms shouldn't be here. So it was more cleanup on
24 this one.

25 What is substantive is there was also a

1 threshold here for \$10,000, where it was a \$25,000
2 limit per agency, but each request from that agency
3 couldn't be more than \$10,000, so it seemed a bit,
4 you know, arbitrary and didn't really quite align, so
5 we removed that limitation. We removed the language
6 related to contract terms, and also it had something
7 about applications being submitted by the 5th of the
8 month for anything 90 days. Again, like, it didn't
9 quite align with -- with the process we typically
10 use.

11 In section 2008, so page twenty-one, in the
12 community outreach, again, it was a cleanup. We just
13 removed any terms related to the contract because we
14 have a separate process for that, and we added -- we
15 just clarified some of the language around the
16 procedures for community outreach, but there was no
17 substantive change here.

18 And, lastly, on page twenty-three, we added a
19 policy around the community engagement fund, which
20 allows us to, you know, fund work -- collaborative
21 work at the neighborhood level to engage the
22 community in that way. And that's it.

23 MR. HOFFMAN: Any other questions? So the
24 proper procedure would be for us to take a resolution
25 to approve or pass this onto to the board for

1 approval.

2 MS. KOBRINSKI: You could just do the -- I think
3 we did a motion and a second last time for approval,
4 so I don't think there's a separate resolution.

5 MR. HOFFMAN: There's a motion to adopt the
6 changes that are outlined here and were discussed at
7 the meeting?

8 MS. JACOBO: I'll move it. Jacobo.

9 MR. HOFFMAN: Okay. Second.

10 REP. DURAN: I'll second it.

11 MR. HOFFMAN: Any further discussion? No.
12 Okay. All those in favor?

13 MULTIPLE SPEAKERS: Aye.

14 MR. HOFFMAN: Opposed. Motion passed
15 unanimously.

16 So on our agenda, we have two resolutions.
17 Resolution 2018-A, authorization to negotiate and
18 execute a twelfth-year match renewal with United Way
19 of Miami-Dade County, Inc. as a fiscal agent for the
20 community-based Care Alliance of Miami-Dade County, a
21 CBC alliance, in an amount -- in a total amount not
22 to exceed \$64,000 for a term of twelve months
23 commencing October 1, 2018 and ending September 30,
24 2019.

25 Do I have a motion to that affect?

1 MS. JACOBO: I'll move it.

2 MR. HOFFMAN: And second?

3 DR. ABRAHANTE: Second.

4 MS. KOBRINSKI: We have Jacobo and Abrahante.

5 DR. ABRAHANTE: Second.

6 MS. KOBRINSKI: Just we have a new court

7 reporter, so please state your name.

8 DR. ABRAHANTE: Yeah, sorry.

9 MR. HOFFMAN: I have one question and then we'll
10 open the floor to other questions. In the past, I
11 think last year, we talked -- we talked about the
12 participation of other organizations and agencies; is
13 that grown --

14 MR. HAJ: Yes.

15 MR. HOFFMAN: -- since the -- compare this to
16 last year, are we getting more participation from
17 others?

18 MR. HAJ: Yeah, you had brought that up two
19 years ago and then again last year --

20 MR. HOFFMAN: Yeah, well --

21 MR. HAJ: -- who that was added?

22 MR. ALI: (Inaudible) she's the -- the
23 president of the CBC (inaudible), and I think she has
24 a number -- on page six you have a number of
25 organizations, we're going to add it or participate

1 in more, so we have a bit quite a bit of in kind
2 matches and (inaudible) matches.

3 MR. HOFFMAN: Right. And my question was does
4 this compare favorably to, as Jim says, the last two
5 years then --

6 MR ALI: No, I think it's much more than that.
7 I think two years, we hardly had anyone --

8 MR. HAJ: I think two years ago we were the sole
9 funder --

10 MR. ALI: Yeah, and then last year, I think we
11 just had like ELC that participated and this year if
12 normally does in kind, but that's about it.

13 MR. HOFFMAN: Okay. Any other questions or
14 comments?

15 Okay. All those in favor?

16 MULTIPLE SPEAKERS: Aye.

17 MR. HOFFMAN: Opposed? Okay. The motion passes
18 unanimously.

19 Resolution 2018-C, authorization to expend up to
20 \$50,000 for community engagement team support
21 services in the Haitian community with Hermantine
22 Consulting, LLC (phonetic) for twelve months
23 commencing October 1, 2018, and ending September 30,
24 2019.

25 Do I have a motion to that affect.

1 MS. JACOBO: I'll move it. Jacobo.

2 MR. HOFFMAN: Thank you. Second.

3 REP. DURAN: I'll second.

4 MR. HOFFMAN: Okay.

5 MS. KOBRINSKI: Duran.

6 MR. HOFFMAN: Duran.

7 Any questions or comments?

8 REP. DURAN: Just a quick question, I think more
9 for clarity. Resolution 2018-B, right?

10 MS. BOHORQUES: Yes.

11 REP. DORAN: Okay.

12 MS. BOHORQUES: It's correct on the iPad, but
13 not in the notes.

14 MR. HOFFMAN: Oh, sorry. Any -- any refusals?

15 Any other questions or comments?

16 Okay. All those in favor?

17 MULTIPLE SPEAKERS: Aye.

18 MR. HOFFMAN: Opposed. Motion carries
19 unanimously.

20 DR. ABRAHANTE: Can I ask real quick --

21 MR. HOFFMAN: Sure.

22 DR. ABRAHANTE: -- if maybe for the board
23 meeting, we could get a list of the agencies that
24 this vendor works with in the Haitian community. I
25 would be interested to see that.

1 MR. LEE-SING: Yeah, sure.

2 MR. HOFFMAN: Okay. Jim, I'll turn it over to
3 you.

4 MR. HAJ: Thank you, Mr. Chair. The last tab on
5 the -- on your iPad is the monthly financials and we
6 bring these before you every month, so Bill, you just
7 want to --

8 MR. KIRTLAND: Right. So we're presenting the
9 past two months being that we didn't have a meeting
10 in last one, so we're just bringing you up to date
11 with June, July 2018. Again we're closely monitoring
12 the performance of our contracts to see if
13 expenditures are increasing this year, being that we
14 did include an increased funding to certain areas,
15 and adopted a rollback right in our current budget
16 year to try to work towards our fund balance
17 drawdown, so we do have an eight percent increase in
18 our total expenditure actual realized expenditures
19 year to date at this point.

20 MR. HOFFMAN: Okay. Any -- any questions for
21 Bill? Okay.

22 MR. HAJ: The family expo is September 8th. The
23 email went out yesterday, I think yesterday for
24 parking, and board members if you are interested
25 please let us know. We have VIP parking reserved for

1 those of you who respond, as well as try to get you
2 through this year for the first time we're doing the
3 metal detection screening and have some security at
4 the front end of both gates, so try to get you -- the
5 board members through as quickly as possible. So if
6 you let us you're coming, we'll prepare for your
7 visit. And hopefully we have -- last year our
8 attendance wasn't that great, it was still over ten
9 thousand because we shifted it because of the
10 hurricane, but this year we hoping to get twenty-
11 thousand plus people walking through the door.

12 And then just to remind everybody, September 4th
13 -- this Tuesday, you know, Monday is a holiday, this
14 Tuesday, we have a board meeting starting at 4:30 and
15 trim (phonetic) starts at 5:01, and no one here -- if
16 any new board members will have a little training
17 prior to that. And then the second trim will be
18 Monday, September 17th, and board attendance is of
19 the essence.

20 MS. JACOBO: Jim, can I ask a question about the
21 -- the -- are we doing -- I know that usually we have
22 a lot of providers that come to the trim and there's
23 presentations. Are we doing that in the front or in
24 the back of the meeting?

25 MR. HAJ: We don't anticipate too many providers

1 coming.

2 MS. JACOBO: No? 'Cause usually there's a lot.

3 MR. HAJ: There are -- a lot of them came out at
4 our December -- December board meeting where we went
5 -- so --

6 MS. JACOBO: Okay.

7 MR. HAJ: You may have one or two or three, but
8 I don't anticipate that you're going to have an hour
9 or two of presentations.

10 MS. JACOBO: Okay.

11 MR. HOFFMAN: Any other -- yes.

12 DR. ABRAHANTE: Just a comment. I was at a
13 Together For Children meeting yesterday, and the
14 issue of the potential of having an expo-like event
15 in the north-end of town came up a couple of times
16 from the group. We had invited a number of entities
17 to be part of the traditional expo, and they
18 indicated it was just too far for their people -- you
19 know, their participants to attend, so I just wanted
20 to throw that out as something that maybe we could --
21 it doesn't have to be the same level of program or
22 whatever, but there's an interest in the north-end of
23 the county for having some kind of an expo-type --

24 MR. HAJ: We had discussed that too, and the
25 difficulty is just recreating the cost to do a

1 separate one; however, --

2 DR. ABRAHANTE: I know.

3 MR. HAJ: -- if you do have a couple of agencies
4 then we can also talk about maybe there's
5 transportation that we can provide from there to the
6 expo.

7 DR. ABRAHANTE: And we did -- I did mention that
8 because I did bring, like for example we'll have five
9 buses that are coming from the migrant camps to the
10 expo, but they -- they say that's nice, but, you
11 know, we would like to have something. The north
12 doesn't have a lot going on, and so I'm just bringing
13 it up because it was shared at this meeting
14 yesterday.

15 MR. HOFFMAN: Any other questions or comments?
16 Thank you, ma'am.

17 Okay. Meeting adjourned.

18 (9:56 a.m.)

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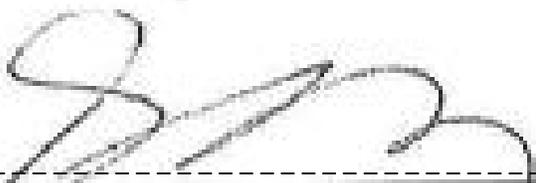
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CERTIFICATE OF REPORTER

STATE OF FLORIDA
COUNTY OF BROWARD

I, STEPHANIE ANEZ-ARRIECHI, certify that I was authorized to and did digitally report and transcribe the foregoing excerpt of meeting, pages 3 to 20 inclusive, and that the transcript is a true and complete record of my digital notes.

Signed this 30TH day of AUGUST, 2018.



Stephanie Anez-Arriechi, Court Reporter
Notary Public, State of Florida
Commission No.: FF 991619
Commission Expiration: 05/11/2020