Finance & Operations Committee Meeting Transcript

August 30, 2018
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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MR. HOFFMAN: It’s 9:35 a.m. Welcome. We have just a few items on the agenda, so this should be a fairly quick meeting. Do we have any public comments?

MS. JEANTY: No. No public comments.

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

Motion to approve?

MR. DURAN: So moved, Duran.

MS. JEANTY: Second.

MR. HOFFMAN: Thank you.

(Simultaneous conversation.)

MR. HOFFMAN: All those in favor?

MULTIPLE SPEAKERS: Aye.

MR. HOFFMAN: Opposed? None. Okay.

So we had a series of updates to the procurement policy that staff has prepared. I did have an opportunity to look at an earlier iteration of this, and I don’t know if all of you have had this in your agenda packets, but it was fairly recent, and I think staff is going to be talking to each of you, so Jim
or Vivianne, do you want to go over the summary of what we’re trying to change?

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

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

So, Vivianne -- you have two things. On your iPad there’s a procurement document with all the strike throughs of the document, and in front of you, in a hard copy pretty much is a one-page cheat sheet that I could walk you through it. So, Vivianne --
MR. HOFFMAN: Yeah, I think if --

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

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

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

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

And then if you go to page four, in the -- and throughout you’ll see some other strike-throughs, but
it was really just to clarify things and to be consistent in our language, so it wasn’t much substance. So we’ll just go over the ones that were more content related.

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

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

DR. ABRAHANTE: I have a comment.

MS. BOHORQUES: Yes.

DR. ABRAHANTE: On that particular change, I think this is a good -- a good change because it brings clarity to differentiating work that is being done under a regular contract from something specific that before wasn’t as clear, so I think this makes that clear, so it’s a good thing.
MR. HAJ: And may I inject, and this just came up yesterday, so we didn’t have the time. On the CO report where it says, “the purchase shall not exceed $100,000 per month across multiple vendors,” so it’s really $1,200 (phonetic) per year. So if this finance committee can take into consideration is there a way to move the $100,000 per month from here and just keep the limit, because what we start hitting in the ceiling, is the summer months are usually higher than the others. It’s a seasonal-type thing, and we just start hitting the ceiling. So I still want the ceiling at a million two, but if we can take off the $100,000 per month because that kind of just trips us up during the summer months or leading up to the summer months. So we’re not asking to spend more, just having some flexibility to give me some type of flexibility throughout the year.

MR. HOFFMAN: Any comments or thoughts about that?

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

MR. HAJ: And it’s reported back to the board. All the systems are still in place. It’s just to give the flexibility throughout the year.
DR. ABRAHANTE: Are you -- I’m sorry, that is reported monthly, correct?

MR. HAJ: Quarterly.

MULTIPLE SPEAKERS: Quarterly.

DR. ABRAHANTE: Quarterly. Okay. All right.

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

MR. HOFFMAN: Okay. No objections to that.

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

MR. HOFFMAN: Okay. Vivianne.

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

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

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

When we looked at what those were that would have to come back to the board because they’re over $25,000, the majority of them were covered under other exemptions already, so they were either employee benefits or services provided by government.
entities, and so that was covered already. So what we did in G1 was added examples of operational expenses that are covered under gover -- that are government services, such as the county attorney, the tax collector, and a property appraiser, and added that those expenditures would be approved when the budget is approved and passed. And that allowed us to remove that other policy that didn’t really -- it was already covered in other areas. Any questions on that one? Okay.

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

On page eleven, in the appeals policy, if you remember during the solicitations and really at the direction of the board, we had built in this in-between stage of appeals where an applicant requests an appeal, we review that request and see if it matches, you know, if they have procedural grounds, and if they did, we moved on with an appeal meeting. If they didn’t, we let them know that there were no
procedural grounds and we invited them for a review meeting. That wasn’t quite spelled out clearly in this policy, so we added that, where a request would come in, we would review the request, if it aligned with the definition of, you know, of the requirements for an appeal, we granted an appeal meeting, and if it didn’t, we informed them that there are no procedural grounds, but they can come in for a review. So we just spelled that out in the policy.

On page -- starting on page fifteen, we added funder collaboration to the match-funding policy because there is some alignment in those processes, but they’re not identical, so we wanted to use the fact that we had the match-funding policy, but add the definition and the process and funder collaboration in there. And some of the main differences are with funder collaboration, you have a group of funders that are interested in -- in sort of tackling an issue or coming together around -- around direct impact towards one -- one area, as opposed to somebody -- an applicant or an agency saying we -- you know, we have an opportunity to draw on these dollars, but we need a match. Right, so kind of how they come into our -- our equal system is a bit different, and so we spelled that out, and the
process is slightly different, but there is a process for funder collaboration as well, and we wanted to make sure that that was clearly spelled out in our policy because it wasn’t before. And that’s what you see there.

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

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

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

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

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

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

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

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


MR. HOFFMAN: Okay. Second.

REP. DURAN: I’ll second it.

MR. HOFFMAN: Any further discussion? No.

Okay. All those in favor?

MULTIPLE SPEAKERS: Aye.

MR. HOFFMAN: Opposed. Motion passed unanimously.

So on our agenda, we have two resolutions.

Resolution 2018-A, authorization to negotiate and execute a twelfth-year match renewal with United Way of Miami-Dade County, Inc. as a fiscal agent for the community-based Care Alliance of Miami-Dade County, a CBC alliance, in an amount -- in a total amount not to exceed $64,000 for a term of twelve months commencing October 1, 2018 and ending September 30, 2019.

Do I have a motion to that affect?
MS. JACOBO: I’ll move it.

MR. HOFFMAN: And second?

DR. ABRAHANTE: Second.

MS. KOBRINSKI: We have Jacobo and Abrahante.

DR. ABRAHANTE: Second.

MS. KOBRINSKI: Just we have a new court reporter, so please state your name.

DR. ABRAHANTE: Yeah, sorry.

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

MR. HAJ: Yes.

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

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

MR. HOFFMAN: Yeah, well --

MR. HAJ: -- who that was added?

MR. ALI: (Inaudible) she’s the -- the president of the CBC (inaudible), and I think she has a number -- on page six you have a number of organizations, we’re going to add it or participate
in more, so we have a bit quite a bit of in kind
matches and (inaudible) matches.

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

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

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

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

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

Okay. All those in favor?

MULTIPLE SPEAKERS: Aye.

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

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

Do I have a motion to that affect.

MR. HOFFMAN: Thank you. Second.

REP. DURAN: I’ll second.

MR. HOFFMAN: Okay.

MS. KOBIRNSKI: Duran.

MR. HOFFMAN: Duran.

Any questions or comments?

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

MS. BOHORQUES: Yes.

REP. DORAN: Okay.

MS. BOHORQUES: It’s correct on the iPad, but not in the notes.

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

Any other questions or comments?

Okay. All those in favor?

MULTIPLE SPEAKERS: Aye.

MR. HOFFMAN: Opposed. Motion carries unanimously.

DR. ABRAHANTE: Can I ask real quick --

MR. HOFFMAN: Sure.

DR. ABRAHANTE: -- if maybe for the board meeting, we could get a list of the agencies that this vendor works with in the Haitian community. I would be interested to see that.
MR. LEE-SING: Yeah, sure.

MR. HOFFMAN: Okay. Jim, I’ll turn it over to you.

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

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

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

MR. HAJ: The family expo is September 8th. The email went out yesterday, I think yesterday for parking, and board members if you are interested please let us know. We have VIP parking reserved for
those of you who respond, as well as try to get you
through this year for the first time we’re doing the
metal detection screening and have some security at
the front end of both gates, so try to get you -- the
board members through as quickly as possible. So if
you let us you’re coming, we’ll prepare for your
visit. And hopefully we have -- last year our
attendance wasn’t that great, it was still over ten
thousand because we shifted it because of the
hurricane, but this year we hoping to get twenty-
thousand plus people walking through the door.

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

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

MR. HAJ: We don’t anticipate too many providers
coming.

MS. JACOBO: No? ‘Cause usually there’s a lot.

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

MS. JACOBO: Okay.

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

MS. JACOBO: Okay.

MR. HOFFMAN: Any other -- yes.

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

MR. HAJ: We had discussed that too, and the difficulty is just recreating the cost to do a
separate one; however, --

DR. ABRAHANTE: I know.

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

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

MR. HOFFMAN: Any other questions or comments? Thank you, ma’am.

Okay. Meeting adjourned.

(9:56 a.m.)
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