



Finance & Operations Committee Meeting

Thursday, June 6, 2024
3150 S.W. 3rd Avenue – 8th Floor
The Children's Trust – Training Room
9:30 a.m. – 11:00 a.m.

Board of Directors

Kennth C. Hoffman
Chair
Pamela Hollingsworth
Vice-Chair
Matthew Arsenault
Treasurer
Marissa Leichter
Secretary

Edward Abraham, M.D.
Laura Adams
Islamiyat Nancy Adebisi
Daniel Bagner, Ph.D.
Hon. Dorothy Bendross-Mindingall, Ph.D.
Cathy Burgos
Silvia Castellanos
Norie del Valle
Lourdes Diaz
Richard P. Dunn II
Jacqueline Exceus
Gilda Ferradaz
Hon. Norman S. Gerstein (Ret.)
Lourdes P. Gimenez
Nicole Gomez
Valrose Graham
Mindy Grimes-Festge
Hon. Keon Hardemon
Malou C. Harrison, Ph.D.
Maria Norton
Clara Lora Ospina, Psy.D.
Ashna Paudel
Hon. Orlando Prescott
Diana Ragbeer
Javier Reyes
Hon. Alex Rizo
Hon. Isaac Salver

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**
Matthew Arsenault
Committee Chair
- 9:35 a.m. **Public Comments**
Matthew Arsenault
Committee Chair
- 9:40 a.m. **Approval of May 2, 2024 Finance & Operations Committee minutes summary**
(Addl. Items packet, Pg. 3)
Matthew Arsenault
Committee Chair
- 9:45 a.m. **Preliminary Budget for FY 2024-25**
 - June 1 Ad-valorem tax estimateJames R. Haj
President/CEO
William Kirtland
Chief Financial Officer
- 10:15 a.m. **Resolutions**
Matthew Arsenault
Committee Chair

Resolution 2024-A: Authorization to release a Request for Proposal (RFP) competitive solicitation for the office reconfiguration project at the current office space being leased by The Children's Trust from the Children's Advocacy Complex, LLC (United Way) at 3150 SW 3rd Avenue, 8th floor, and that supports the infrastructure of The Children's Trust. *(Pgs. 4-5)*

Resolution 2024-B: Request for Procurement Waiver (requires the approval of a 2/3 vote of the board members present). Authorization to renew services and execute related agreements with multiple IT vendors, and to waive (in part) the formal competitive procurement process [**2/3 vote**] in a total amount not to exceed \$2,004,130.00, inclusive of \$50,000.00

The public is allowed to comment on a specific agenda item but must register with the Clerk of the Board prior to being allowed to comment.

contingency for IT budgeted enhancement projects, for a term of 12 months, with two agreements commencing on October 1, 2024, and ending September 30, 2025. **(Pgs. 6-11)**

10:45 a.m. **CEO Report**

James R. Haj
President & CEO

- *Monthly Financial Statements*
- *TRIM I & TRIM II – September 9 & September 16, 2024*
- *The Children’s Trust Family Expo events:*
 - *Florida Memorial University – July 27, 2024 (10am – 2 pm)*
(15400 NW 42 Ave, Miami Gardens, FL 33054)
 - *Miami Dade College (Kendall Campus) – August 3, 2024 (10am - 2 pm)*
(11011 SW 104th St, Miami, FL 33176)

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

Reminder:

Next Committee Meeting: Thursday, June 27, 2024



**Finance & Operations Committee Meeting
Summary of Actions Taken
May 02, 2024
9:30 a.m.**

These actions were taken by the Finance & Operations Committee meeting held on May 02, 2024:

***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 March 07, 2024, Finance & Operations committee meeting minutes was made by Hon. Norman Gerstein and seconded by Clara L. Ospina. Motion passed unanimously, 3-0.

Presentation & Discussion Items:

A review of the five-year budget plan was presented by staff and discussed among committee members.

Resolution 2024-A: Motion to recommend the resolution to the Board of Directors on May 13, 2024, was made by Clara L. Ospina and seconded by Hon. Norman Gerstein. Authorization to negotiate and execute a contract with The Miami Foundation, acting as the fiscal agent, for a match funding award to 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, 2024, and ending September 30, 2025. **Motion passed unanimously, 6-0.**

Meeting adjourned at 9:42 a.m.

The Children's Trust Board Meeting

Date: June 17, 2024

Resolution: 2024-A

Strategic Framework Priority Investment Area: Administrative/Operational

Strategic Framework Headline Community Results: This investment supports the infrastructure of The Children's Trust.

Recommended Action: Authorization to release a Request for Proposal (RFP) competitive solicitation for the office reconfiguration project at the current office space being leased by The Children's Trust from the Children's Advocacy Complex, LLC (United Way) at 3150 SW 3rd Avenue, 8th floor, and that supports the infrastructure of The Children's Trust.

Budget Impact: Funding in the amount up to a maximum of \$350,000.00 for this resolution is projected to be available in FY 2024-2025.

Description Of Services: This resolution seeks approval for the Trust to release a Request for Proposals (RFP) to complete the final phase of its office reconfiguration project for the remaining sections of the current office space being leased by the Trust, in an amount not to exceed \$350,000.00. This final phase will address the remaining two sections of the office space that need to be modernized and will continue the concepts for an open office design, increasing natural lighting, and flexible seating that allows for collaboration among staff. Funding recommendations will be returned to the board for approval to be awarded in October 2024.

Background: During fiscal planning for FY 2020-2021 the Board set aside \$10,000,000.00 for future capital expenses. At that time, Trust staff was investigating purchasing a building for the Trust office. During the coronavirus-2019 pandemic (pandemic), staff reconsidered the need for purchasing a building and, with Board approval, ultimately decided to extend the lease with the Children's Advocacy Complex, LLC in lieu of purchasing a new facility. The lease was extended until 2030. During fiscal planning for FY 2021-2022 the Board reduced the set aside accordingly to \$400,000.00 for the purpose of capital expenses/office reconfiguration.

On June 13, 2022 resolution #2022-55 was approved by the board of directors for \$126,618.11 to complete phase one of the office redesign that provided meeting pods and stand-up desks to address the immediate need for space to conduct private conversations and provide flexible seating. Resolution #2023-51 was approved on June 12, 2023 for phase two of the office reconfiguration project for \$167,078.87. This phase created an updated flexible open office design that allowed the flow of natural light into the office, additional meeting rooms, and collaboration spaces in three of the five spaces within the office.

This resolution is requesting authority to issue an RFP for the final phase of the office redesign. The Children's Trust's existing furniture was purchased and installed in 2007. The manufacturer is no longer in business, therefore finding replacement parts is exceedingly difficult. Despite ongoing maintenance, the current furniture shows wear and tear over the years and its replacement is necessary.

Geographic Area: N/A

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, 2024.**

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, 2024

Resolution: 2024-B

Strategic Framework Priority Investment Area: Learning & Quality Improvement: Technology Design Solutions

Strategic Framework Headline Community Results: This investment supports all headline community results.

Recommended Action: Authorization to renew services and execute related agreements with multiple IT vendors, and to waive (in part) the formal competitive procurement process **[2/3 vote]** in a total amount not to exceed \$2,004,130.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects, for a term of 12 months, with two agreements commencing on October 1, 2024, and ending September 30, 2025.

Budget Impact: Funding in the amount of \$2,004,130.00 for this resolution is projected to be available in FY 2024-2025.

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

Service	Vendor Name	Usage	Estimated Funding Amount <small>(Indicating changes in funding from prior year, if applicable)</small>
Microsoft Enterprise license, Adobe Creative Cloud and PowerBi	SHI International Corp.	Microsoft products for basic computer needs such as email and word processing. Adobe Creative Cloud for the creation of multimedia artifacts and enhanced PDF documents. PowerBI for dashboards to ensure efficient data visualization and analysis.	\$151,462.00 (Increase of \$46,462.00 due to the addition of the advanced PowerBI license.)
GPaaS	Confident Clouds and Core Integrator	Confident Clouds provides hosting, maintaining, and supporting The Children’s Trust’s accounting system. Core Integrator provides hosting, maintaining, and supporting the document management systems that contain all spending-related documents and approvals prior to monies being spent.	\$146,000.00 (No increase. Amounts combined from previous resolution.)

Service	Vendor Name	Usage	Estimated Funding Amount (Indicating changes in funding from prior year, if applicable)
SAMIS	Florida Alliance of Children's Councils and Trusts (FACCT)	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 Florida Alliance of Children's Councils and Trusts (FACCT) is the SAMIS Collaborative's fiscal agent.	\$32,000.00 (Decrease of \$18,000.00 due to additional members added to FACCT)
Trust Central	Webauthor.com, LLC	The consolidated software as a service solution that allows The Children's Trust and its funded providers to capture, track, and report information related to Program Metrics, Contracting, Solicitations, 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.	\$261,000.00 (Increase of \$31,000.00. Amount includes Web hosting services previously shown as separate contract.)
IT Infrastructure as a Service	BMK Media Consulting Corporation	IT Infrastructure Support providing the following managed services: host hardware, software, servers setup and maintenance, storage, network equipment, and other infrastructure components.	\$98,368.00
Project Management Tool	Asana, Inc.	A project management tracking tool to support The Children's Trust priority projects, track progress, and monitor related tasks.	\$27,000.00
Internet Connection Services	AT&T	The dedicated managed circuits for internet access from The Trust's office.	\$26,000.00 ¹
CollaborNation	CypherWorx, Inc.	The Trust Academy Learning Management Content System (LMCS) used to track training given and taken by Trust staff and provider staff.	\$61,800.00 ² (Increase of \$1,800.00)
Health Office Anywhere	Frontline Technologies Group, LLC dba Frontline Education	Software as a service solution to track school-based health clinic encounters.	\$185,000.00 ³

Service	Vendor Name	Usage	Estimated Funding Amount (Indicating changes in funding from prior year, if applicable)
WELS	WELS System Foundation	Comprehensive programmatic data system for the Thrive by 5 early learning quality improvement system and A\$CEND salary supplement application. Provides full-time Help Desk support for A\$CEND.	\$865,500.00 ⁴ (Increase of \$500,000.00 as WELS is now replacing the Children’s Forum’s Professional Development Registry.
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 ⁵

¹This item is funded from the operating expense budget line.

²This item is funded from the learning and quality improvement budget line.

³This item is funded from the health and wellness budget line.

⁴This item is funded from the thrive by five early childhood development budget line.

⁵This item is funded from the program evaluation and community research budget line.

Additionally, The Children’s Trust requests a \$50,000.00 contingency for IT budgeted enhancement projects or to be added to the agreements listed above, as needed, and the delegated authority to award these contingency funds. Projects are currently estimated to be at least one year before they start. As such, this contingency can cover additional costs incurred during the project that may not have been previously anticipated. This allows for greater flexibility when completing projects and ensures all necessary enhancements can be completed during the project timeline rather than waiting another fiscal year to meet the required enhancements.

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 tracking overall program performance.

Licenses and Permits: The software services that are license payments are being presented for renewal following the procurement policy, Exemption to Formal Competitive Solicitation Process, G-9, Licenses and Permits for the operation of The Children’s Trust. The board previously approved these services, and their renewal allows for continuing The Children’s Trust operations. The Children’s Trust requests a procurement waiver for software services that are not licensed.

Request for Procurement Waiver (requires approval of a 2/3 vote of board members present): This resolution requests a waiver (in part) of the procurement process to negotiate and execute agreements with certain vendors for software solutions that were initially Resolution 2024-B – Software as a Service renewal (Technology Design Solutions, Research & Programs)
June 17, 2024

selected through a competitive solicitation and/or quote process and are now tailored to meet The Children’s Trust’s operational needs. Once the services were solicited, the staff at The Children’s Trust worked with the software vendors to customize the software, making it specific to The Children’s Trust use and concomitantly resulting in a software product adapted for The Trust. Due to the investment in time, effort, and funding, it is not practical or economical to solicit these services.

Additionally, two services (Project Management Tool and CollaborNation) were procured through a quote process per the procurement policy, and the Miami IDEAS Consortium was initially a match contract. The table below describes the procurement method and background for each service.

Software	Vendor Name	Procurement Method and Background
GPaaS	Confident Clouds and Core Integrator	Procurement waiver: The vendor Merge IT was selected as part of a formal competitive procurement process, RFQ #2017-07, and approved at the June 2017 board meeting. Merge IT is changing agency ownership to Confident Clouds, but the services and personnel have remained the same. Core Integrator was selected as part of a formal competitive procurement process, RFQ #2017-07, and approved at the June 2017 board meeting.
SAMIS	Florida Alliance of Children’s Councils and Trusts (FACCT)	Exemption G-9: This is the data collection software for the Children’s Services Councils, of which The Children’s Trust is a member.
Trust Central	Webauthor.com, LLC	Procurement waiver: This software is an extension of SAMIS and thus 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 March 2017 board meeting.
IT Infrastructure as a Service	BMK Media Consulting Corporation	Procurement waiver: This vendor was selected as part of a formal competitive procurement process, RFQ #2020-30, and approved at the March 2020 Executive Committee meeting.
Project Management Tool	Asana, Inc.	Procurement waiver: This software was selected in 2020 as part of a quote process as it was less than \$50,000.00.
Internet Connection Services	AT&T	Quotes: This service was selected as part of a quote process as it was less than \$50,000.00 and approved at the June 2020 board meeting.
CollaborNation	Cypherworx, LLC	Procurement waiver: This software was selected as part of a quote process as it was \$50,000.00 and approved at the October 2018 board meeting.
Health Office Anywhere (formerly known as Healthmaster)	Frontline Technologies Group, LLC dba Frontline Education	Exemption G-9: This software was selected as part of a formal competitive procurement process, RFQ #2018-10, and approved at the October 2018 board meeting.

Software	Vendor Name	Procurement Method and Background
WELS	WELS System Foundation	<p>Procurement waiver (relating to A\$CEND): This software was selected as part of a formal competitive procurement process, RFP #2015-05, and approved at the May 2015 board meeting as part of the Early Learning Coalition award. In March 2019, it was approved through a procurement waiver.</p> <p>Exemption G-10 (relating to the Professional Development Registry): In 2024 the Early Learning Coalition issued a competitive solicitation to procure WELS software for additional services of creating a uniformed system to be utilized countywide that will be utilized by The Trust and integrated with current systems managed by WELS. Procurement Policy 2000 G-10 provides The Children’s Trust with an exemption to the competitive process for piggyback contracts.</p>
Miami IDEAS Consortium for Children	University of Miami	<p>Procurement waiver: 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 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 2024.**

THE CHILDREN'S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY _____

SECRETARY

Approved by County Attorney for form and legal sufficiency _____