Finance & Operations Committee Meeting
Thursday, January 6, 2022
3250 S.W. 3rd Avenue (Coral Way)
United Way – Ryder Room
“In person quorum with some virtual attendants”
9:30 a.m. – 11:00 a.m.

AGENDA

9:30 a.m.  Welcome and opening remarks  
Mark Trowbridge  
Committee Chair

9:35 a.m.  Public Comments  
Mark Trowbridge  
Committee Chair

9:45 a.m.  Approval of October 7, 2021 Finance & Operations Committee minutes summary  
(Addl. Items packet, Pgs. 3-4)  
Mark Trowbridge  
Committee Chair

9:50 a.m.  Resolutions  
Mark Trowbridge  
Committee Chair

Resolution 2022-A: Authorization for a procurement waiver from a formal competitive solicitation for catering services at the 2022 Champions for Children event and to expend a total amount not to exceed $45,000.00 of the already approved $150,000 budget with DoubleTree by Hilton Miami Airport Convention Center to host and cater the 2022 Champions for Children event. (Pg. 5-6)

Resolution 2022-B: Authorization to negotiate and execute a contract renewal with Armstrong Creative Consulting, Inc., for event planning services, in a total amount not to exceed $290,000.00, for a term of nine months, commencing retroactively on January 1, 2022, ending on September 30, 2022, with three remaining 12-month renewals. (Pgs. 7-8)

Resolution 2022-C: Authorization to negotiate and execute contract renewals for advertising creative, media buying, and community outreach services, in a combined total amount not to exceed $2,015,000.00, for a term of 12 months, commencing October 1, 2022, and ending on September 30, 2023, with one remaining 12-month renewal. (Pgs. 9-10)

Resolution 2022-D: Authorization to enter into a purchase agreement with Edward Delatorre LLC dba Monsters Ink for Trust-branded promotional items in a total amount not to exceed $37,334.08 for a term of nine months commencing retroactively on January 1, 2022, and ending on September 30, 2022. (Pg. 11)

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.
**Resolution 2022-E:** Authorization to accept a three year $215,000.00 grant award from the Florida Children’s Council, funded by the Helios Education Foundation, to support Trust staff and consultant support for data, program evaluation, and dissemination of results as part of The Trust’s innovative partnership approach to enhance summer learning, and authorization to execute any required agreements and documents in support thereof, commencing retroactively on October 1, 2021, and ending September 30, 2024. *(Pgs. 12-14)*

10:50 a.m. **CEO Report**

- Quarterly CEO Reports *(Pg. 15)*

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

**Reminder:**

Next Committee Meeting: Thursday, March 3, 2022

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.
These actions were taken by the Finance & Operations Committee meeting held on October 7, 2021, with a quorum of members physically present and some members attending virtually:

*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 July 1, 2021 Finance & Operations committee meeting minutes was made by Gilda Ferradaz and seconded by Hon. Isaac Salver. Motion passed unanimously, 6-0.

Resolution 2022-A: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Hon. Isaac Salver and seconded by Matthew Arsenault. Authorization to enter into a sponsorship agreement with Actors’ Playhouse at the Miracle Theatre Inc., for co-production and presenting sponsorship of the Young Talent Big Dreams talent search, in an amount not to exceed $65,000.00, for a term of 12 months, commencing retroactively on October 1, 2021, and ending on September 30, 2022. **Motion passed unanimously, 6-0.**

Resolution 2022-B: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Constance Collins and seconded by Gilda Ferradaz. Authorization for a procurement waiver for training and professional development services to fund the Florida International University (FIU) Center for Children and Families Miami International Child & Adolescent Mental Health (MICAMH) Conference to be held in-person in Miami on February 16-18, 2022, inclusive of free admission for providers affiliated with The Children’s Trust, in an amount not to exceed $50,000.00. **Motion passed unanimously, 6-0.**

Resolution 2022-C: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Constance Collins and seconded by Dr. Magaly Abrahante. Authorization to expend up to $50,000.00 for Community Engagement Team support services in the Haitian community with Hermantin Consulting, LLC, for a term of 12 months, commencing retroactively on October 1, 2021, and ending September 30, 2022. **Motion passed unanimously, 6-0.**

Resolution 2022-D: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Hon. Isaac Salver and seconded by Constance Collins. Authorization to accept a $192,600.00 contribution from Miami Beach Chamber Foundation, the fiscal agent for the City of Miami Beach and neighboring municipalities, and to negotiate and execute a contract renewal with Borinquen Medical Health Center, a funded school-based health provider, to provide behavioral health enhancements in all eight public schools in Miami Beach, at a cost equal to the same dollar amount for a term of nine months, commencing retroactively on October 1, 2021, and ending June 30, 2022. **Motion passed unanimously, 6-0.**

Resolution 2022-E: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Hon. Isaac Salver and seconded by Gilda Ferradaz. Authorization for the expenditure of dues for membership in the Florida Children’s Council, Inc. (FCC) in a total amount not to exceed $110,000.00 for a term of 12 months, commencing retroactively on October 1, 2021, and ending September 30, 2022. **Motion passed unanimously, 6-0.**
Resolution 2022-F: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Constance Collins and seconded by Dr. Magaly Abrahante. Authorization to enter into an agreement with Agencia Central LLC, and Webauthor, LLC, vendors selected from the Web Development Request for Qualification (RFQ) #2021-07 and subsequent bid process to develop The Children’s Trust contiguous web presence which includes www.thechildrenstrust.org, StayHome.Miami and www.trustcentral.org, for a term of 12 months, commencing retroactively October 1, 2021, and ending September 30, 2022, with an option to renew for two additional years, in a total amount not to exceed $130,400.00, subject to annual funding appropriations. Motion passed unanimously, 7-0.

Resolution 2022-G: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Constance Collins and seconded by Matthew Arsenault. Authorization for a procurement waiver for license and permit for the operation of The Children’s Trust’s information technology upgrade to Trust Central in support of care coordination and community referrals; and authorization to negotiate and execute a contract and related agreements with Webauthor.com, LLC, in a total amount not to exceed $60,000.00 for a term of 12 months, commencing retroactively on October 1, 2021, and ending September 30, 2022. Motion passed unanimously, 7-0.

Resolution 2022-H: Motion to recommend the resolution to the Board of Directors on October 18, 2021 was made by Constance Collins and seconded by Gilda Ferradaz. Authorization to extend the lease contract with The Children’s Advocacy Complex, LLC, commencing November 22, 2021, and ending November 21, 2030. Motion passed unanimously, 7-0.

Meeting adjourned at 10:00 a.m.
The Children’s Trust Board

Meeting Date: January 18, 2022

Resolution: 2022-A

**Strategic Plan Priority Investment Area:** Community Awareness and Advocacy: Public Awareness and Program Promotion

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

**Recommended Action:** Authorization for a procurement waiver from a formal competitive solicitation for catering services at the 2022 Champions for Children event and to expend a total amount not to exceed $45,000.00 of the already approved $150,000 budget with DoubleTree by Hilton Miami Airport Convention Center to host and cater the 2022 Champions for Children event.

**Budget Impact:** Funding in the amount of $45,000.00 for this resolution is allocated for FY 2021-2022.

**Description of Services:** DoubleTree by Hilton Miami Airport Convention Center will provide the venue and catering services for the 2022 Champions for Children event in 2022 for up to 1,200 guests.

**Background:** The Children’s Trust’s Champions for Children awards luncheon ceremony is an annual signature event for Miami-Dade stakeholders and advocates for children. In 2020, the Champions for Children event was held virtually due to the coronavirus pandemic, but a return to an in-person awards ceremony is planned to take place in 2022 and will include the 2021 honorees. A venue with catering services and a seating capacity of up to 1,200 people is necessary. In November 2021, staff contacted five establishments to request quotes and compare costs of potential locations for the event, with the following results.

1. Jungle Island: $35.00 average per person depending on menu selection (plus 23% service fee)
2. DoubleTree by Hilton Miami Airport Convention Center: $32.00 average per person depending on menu selection (plus 21% service fee)
3. InterContinental Miami declined due to lack of space available on the requested dates
4. JW Marriott Marquis did not provide a timely response
5. Hilton Miami Downtown did not provide a timely response

In addition to a wider variety of lower-priced menu options, the parking availability at DoubleTree by Hilton Miami Airport Convention Center is more optimal. Jungle Island
representatives indicated they would have limited-to-no parking due to a major construction project.

The board has already approved a $150,000 total budget for this event during the budget adoption. Sponsorship revenue will be utilized to offset the cost of this event. The event reconciliation will be included in the final financial end of year report.

**Request for Procurement Waiver (requires approval of a 2/3 vote of board members present):** This resolution requests a procurement waiver from formal competitive solicitation for catering services at the 2022 Champions for Children event. It is also seeking authorization to expend a total amount not to exceed $45,000 of the already approved $150,000 budget with DoubleTree by Hilton Miami Airport Convention Center, to host and cater the 2022 Champions for Children event. A waiver is being sought because a competitive process for this event is impractical. Instead, staff followed the process under the procurement policy for purchase of goods and services up to $50,000, by requesting informal quotes from three or more sources.

**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

18th day of January, 2022.

THE CHILDREN’S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY ________________
SECRETARY

Approved by County Attorney for form and legal sufficiency
Strategic Plan Priority Investment Area: Community Awareness and Advocacy.

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

Recommended Action: Authorization to negotiate and execute a contract renewal with Armstrong Creative Consulting, Inc., for event planning services, in a total amount not to exceed $290,000.00, for a term of nine months, commencing retroactively on January 1, 2022, ending on September 30, 2022, with three remaining 12-month renewals.

Budget Impact: Funding in the amount of $290,000.00 for this resolution is allocated for FY 2021-2022.

Description of Services: Armstrong Creative Consulting, Inc. will provide event planning and execution services for the 2022 Children’s Trust Family Expo events, which collectively amount to the largest community resource events in Miami-Dade County, with as many as 200 total exhibitors, attracting thousands of families and children annually. Services to be provided include, but are not limited to:

- managing and tracking exhibitor registration;
- providing live and online customer support to exhibitors throughout the registration process, leading up to the event, during setup and breakdown afterward;
- recruiting, managing, tracking, and coordinating all event sponsors;
- applying for and securing all permits and inspections;
- hiring security;
- obtaining estimates, paying for, scheduling, and managing the execution of all décor, AV services, entertainment, and educational/interactive special areas;
- obtaining estimates, paying for, scheduling, and managing all entertainment and outdoor activities, such as bounce houses, rock climbing walls, face painters, balloon artists, magicians, stilt walkers, and other entertainers;
- selecting and managing an event food vendor for the public and volunteers;
- obtaining estimates, producing and paying for on-site event signage and programs;
- hiring and managing all event staff;
- coordinating and managing up to 100 volunteers;
- obtaining estimates, paying for, scheduling, and managing sign language interpreters;
- collaborating with all venue(s) on all event logistics and requirements, including obtaining insurance certificates from exhibitors;
- overseeing all aspects of the event and troubleshooting all issues that may arise; and
- reconciling all event expenses.
**Background:** On October 21, 2019, The Children’s Trust board approved the release of a request for proposals (RFP) seeking applicants with demonstrated expertise to provide event planning services for The Children’s Trust Family Expo. After a comprehensive review of applicants, The Children’s Trust recommended Armstrong Creative Consulting, Inc.’s application for funding. Armstrong Creative Consulting, Inc. has successfully planned and executed the Family Expo for the last five years since the event was held. Resolution #2020-31, was approved by the executive committee on April 2, 2020, and ratified by the board on April 20, 2020, authorized a contract with Armstrong Creative Consulting, Inc. for the 2020 expo. However, the contract was not executed due to the cancellation of the 2020 Family Expo because of safety concerns due to the coronavirus pandemic. In 2021, Armstrong Creative Consulting successfully planned, organized, and executed the 2021 Family Expo series of events in August and September 2021, replacing one large event with four smaller, open-air neighborhood-based and community friendly events, including one drive-thru event.

**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 18th day of January 2022.

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: January 18, 2022

Resolution: 2022-C

**Strategic Plan Priority Investment Area:** Community Awareness & Advocacy: Public Awareness & Program Promotion

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

**Recommended Action:** Authorization to negotiate and execute contract renewals for advertising creative, media buying, and community outreach services, in a combined total amount not to exceed $2,015,000.00, for a term of 12 months, commencing October 1, 2022, and ending on September 30, 2023, with one remaining 12-month renewal.

**Budget Impact:** Funding in the amount of $2,015,000.00 for this resolution is projected to be available in FY 2022-2023.

**Description of Services:** The three agencies listed below provide advertising creative, media buying, and community outreach services for marketing campaigns related to The Children's Trust’s branding, signature events, and the promotion of funded programs in areas such as literacy, early childhood development, children's health, after-school, summer learning, youth enrichment, quality child care, parenting, and adoption.

**Agencia Central LLC** provides creative services related to marketing and advertising, including but not limited to graphic design and the development and execution of effective trilingual advertising campaigns. This includes creating broadcast, print, outdoor, and digital media elements for multimedia public awareness, branding, and marketing campaigns related to The Children's Trust’s signature events and promoting of funded programs and initiatives. Agencia Central LLC has provided creative services for The Book Club, Thrive by 5, Parent Club, and other Trust campaigns and initiatives in the current fiscal year.

**WOW Factor Marketing Group** purchases media buys with television and radio broadcasting stations, print, digital, and/or outdoor media. The media buys include:

1. Obtaining and analyzing data and research to develop a comprehensive media plan best suited to successfully delivering messages for the programs and initiatives being promoted.
2. Negotiating best rates and additional benefits on multiple media platforms, such as no-cost tv/radio spots, print/digital ads and/or additional outdoor media spaces.
3. Paying selected and approved media;
4. Reconciling monthly/annual buys by analyzing results on a case-by-case basis to determine if goals were achieved and contractual obligations were met while obtaining "added value" benefits, including additional advertising given at no cost.

**Armstrong Creative** develops and executes:

1. A multilayered faith-based community outreach strategy in Miami-Dade County involving approximately 80 houses of worship.
2. Targeted media buying on urban media outlets.
3. Other outreach services specific to the African American community.
Additionally, Armstrong manages Haitian Creole marketing and outreach efforts, which include: (1) negotiating discounted media buys with targeted Haitian Creole television and radio broadcasting stations and other Haitian Creole media as needed; and (2) providing community outreach specific to the Haitian Creole-speaking community.

Funding for these services is projected in both the Communications and Parenting budgets for FY 2022-23. The Parenting budget will support the marketing and advertising efforts to support The Children’s Trust Book Club. Each agency is recommended for renewal as follows:

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<th>Book Club Budget</th>
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**Background:** On February 18, 2020, The Children’s Trust board approved the funding recommendations from the competitive requests for proposals, RFPs #2020-01 and 2020-02, for a five-year funding cycle, following a comprehensive review process. On June 21, 2021, by resolution #2021-62 the board approved the renewal of these contracts for FY 21-22. In resolution #2021-62, the board approved additional funds in the amount of $25,000 for Armstrong Creative, and $20,000 for Agencia Central, LLC for FY 21-22 to support enrollment in the Book Club, specifically in the priority ZIP codes designated by The Children’s Trust. The funding being requested this year is at the same level as FY 21-22. These efforts will be evaluated on a quarterly basis.

All three agencies have demonstrated proven knowledge in their respective areas and have consistently delivered excellent results.

**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 this 18th day of January 2022.

THE CHILDREN’S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY ____________________________

SECRETARY

Approved by County Attorney for form and legal sufficiency ____________________
Strategic Plan Priority Investment Area: Community Awareness and Advocacy: Public Awareness and Program Promotion

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

Recommended Action: Authorization to enter into a purchase agreement with Edward Delatorre LLC dba Monsters Ink for Trust-branded promotional items in a total amount not to exceed $37,334.08 for a term of nine months commencing retroactively on January 1, 2022, and ending on September 30, 2022.

Budget Impact: Funding in the amount of $37,334.08 for this resolution is allocated for FY 2021-2022.

Description of Services: Edward Delatorre LLC dba Monsters Ink specializes in manufacturing and delivering of various branded materials. As part of its annual outreach efforts, The Children’s Trust provides Trust-branded materials, including backpacks, to local organizations and to children at The Trust Family Expo.

Background: To identify a source for The Children’s Trust branded promotional items, between October and November 2021, staff solicited quotes for 5,000 backpacks from the following vendors: (1) Captured Glory Miami; (2) JL Promotions Inc.; and (3) Monsters Ink. JL Promotions Inc. opted not to provide a quote. The other vendors responded with prices and product photos. Monsters Ink quoted a price of $37,334.08, while Captured Glory Miami quoted $49,234. Monsters Ink was selected as the vendor for the items identified in this resolution because it provided the lowest bid for a good quality product.

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 18th day of January, 2022.

THE CHILDREN’S TRUST
MIAMI-DADE COUNTY, FLORIDA

BY
__________________________
SECRETARY

Approved by County Attorney for form and legal sufficiency ____________________
Resolution 2022-D – Communications (Community Outreach – BTL Efforts)
January 18, 2022
The Children’s Trust Board Meeting

Date: January 18, 2022

Resolution: 2022-E

**Strategic Plan Priority Investment Area:** Youth Development: K-5 Summer Camps.

**Strategic Plan Headline Community Results:** Students are succeeding academically; children meet recommended levels of physical activity; children behave appropriately in schools, homes and communities; and youth successfully transition to adulthood.

**Recommended Action:** Authorization to accept a three year $215,000.00 grant award from the Florida Children’s Council, funded by the Helios Education Foundation, to support Trust staff and consultant support for data, program evaluation, and dissemination of results as part of The Trust’s innovative partnership approach to enhance summer learning, and authorization to execute any required agreements and documents in support thereof, commencing retroactively on October 1, 2021, and ending September 30, 2024.

**Budget Impact:** This item is cost neutral as it is contingent upon receiving $215,000.00 in external funding from the Florida Children’s Council and the Helios Education Foundation.

**Description of Services:** In summer 2021, The Children’s Trust and Miami-Dade County Public Schools (M-DCPS) partnered to combine fun and learning in joint summer camps. After more than a year of virtual schooling for many throughout the COVID-19 pandemic, there was a great need to support student readiness for a successful return to in-person classes in the fall of 2021. Through this partnership, M-DCPS paid their teachers to work alongside community camp staff for 5 hours/day to provide tutoring to all of the children in the summer programs (regardless of M-DCPS school status) to get kids learning ahead of their return to in-person schooling. Trust-funded camp participants received an added 90 minutes of reading and 90 minutes of math instruction each day from M-DCPS-funded certified teachers.

This partnership layers reading and math instruction on to The Trust’s existing community-based summer camps and is one part of the M-DCPS multipronged approach, Summer 305. M-DCPS intends to continue this partnership for, at least, the next two years.

The grant funds from the Florida Children’s Council will be used by The Trust as part of its formal evaluation of this partnership and to explore the mitigation of summer learning loss in reading and math, student engagement and satisfaction, as well as outcomes related to literacy, fitness and social-emotional learning. Trust summer program participants who attend M-DCPS, grades K-5, will have school data on attendance, behavior and academic performance matched with Trust program data from the summer programs where they received this additional math and reading instruction. Matched comparison groups will be drawn from student data from other students attending the same public schools but not enrolled in Trust programs.

The funding of this evaluation plan is incorporated as part of a larger grant received by the Florida Children’s Council from the Helios Education Foundation. The Children’s Trust intends to formalize a memorandum of understanding (MOU) with the Florida Children’s Council in January 18, 2022
support of this work. Additional agreements and documents may be required throughout the three-year grant term. Funds will be used to support Trust staff and consultants for data, program evaluation and dissemination services, commencing retroactively on October 1, 2021, and ending September 30, 2024.

**Background:** Since 2004, The Children’s Trust has funded high-quality daily summer camps for elementary school children (from the summer before kindergarten entry through 5th grade). Full-day, in-person camps accommodate working parents’ schedules. Activities utilize evidence-based practices in reading (guided by certified teachers), physical activity, and social-emotional learning, while maintaining inclusive environments that support children with disabilities. Children identified as behind in reading receive additional differentiated literacy instruction. Programs also provide family involvement activities and nutritious foods and drinks, and allow children to pursue interests in arts, STEM, sports and civic engagement.

**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 18th day of January, 2022.

THE CHILDREN’S TRUST  
MIAMI-DADE COUNTY, FLORIDA

BY ____________________________  
SECRETARY

Approved by County Attorney for form and legal sufficiency ______________________

Resolution 2022-E–Evaluation Grant from Florida Children’s Council/Helios Education Foundation  
January 18, 2022
Community Spotlight: Miami-Dade’s 2021 Innovative Approach to Enhance Summer Learning

The Children’s Trust and Miami-Dade County Public Schools (M-DCPS) are partnering to combine fun and learning in joint summer camps.

We are committed to getting kids ready for a successful return to in-person classes in the fall. That means a more intensive focus on learning is needed this summer after more than a year of virtual schooling for many during the pandemic. Together, we launched an innovative partnership to further enhance the academic support provided at The Children’s Trust’s free summer camps across Miami-Dade County for more than 12,000 children.

Providing safe summer spaces where children can thrive is a longtime priority of The Children’s Trust. Full-day, in-person camps accommodate working parents’ schedules and fully include children with disabilities. Help with reading from certified teachers, along with fitness and fun activities are core elements. Trust summer camps give children and youth from PreK-12th grade opportunities to strengthen life skills, learn about nutrition, make friends, and pursue interests in arts, STEM, sports, civic engagement, and college/career readiness.

As M-DCPS received an infusion of federal pandemic relief funding to support summer learning, the district determined that it would be smart to layer on to The Children’s Trust’s existing community-based summer camps as part of their multipronged approach to learning recovery, Summer 305. Trust-funded camp participants receive an added 45 minutes of reading and 45 minutes of math instruction each day from M-DCPS-funded certified teachers and interventionists. Teachers work alongside community camp staff for 5 hours/day to provide tutoring and get kids learning ahead of their return to in-person schooling.

Formal evaluation of our partnership will explore the mitigation of summer learning loss in reading and math, student engagement and satisfaction, as well as outcomes related to literacy, fitness and social-emotional learning.

Visit Summer305.dadeschools.net or TheChildrensTrust.org/SummerCamps for more information.
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**Total** $10,000.00

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