



Finance & Operations Committee Meeting Transcript

October 8, 2020

THE CHILDREN'S TRUST
FINANCE & OPERATIONS COMMITTEE MEETING

BOARD TELECONFERENCE

"VIRTUAL MEETING VIA ZOOM WEBINAR"

The Children's Trust Finance and Operations Committee Meeting was held on October 8, 2020, commencing at 9:30 a.m., in teleconference via Zoom Webinar. The meeting was called to order by Steve Hope, Chair.

COMMITTEE MEMBERS:

Steve Hope, Chair

Mark Trowbridge, Vice-Chair

Dr. Magaly C. Abrahante

Matthew Arsenault

Constance Collins

Rep. Juan Fernandez-Barquin

Gilda Ferradaz

Hon. Isaac Salver

Kenneth Hoffman (ex-officio)

STAFF:

Dale Clarke

Donovan Lee-Sin

Imran Ali

- 1 STAFF (continued):
- 2 James Haj
- 3 Joanna Revelo
- 4 Juana Leon
- 5 Juliette Fabien
- 6 Lisanne Gage
- 7 Lori (Katherine) Hanson
- 8 Maria-Paula Garcia
- 9 Muriel Jeanty
- 10 Rachel Spector
- 11 Sabine Dulcio
- 12 Sheryl Borg
- 13 Stephanie Sylvestre
- 14 Wendy Duncombe
- 15 William Kirtland
- 16 Ximena Nunez
- 17 GUESTS:
- 18 Da-Venya Armstrong, Armstrong Creative Csltg., Inc.
- 19 Jennifer Clarin, Boardroom PR
- 20 Barbara Toledo, Gang Alternative, Inc.
- 21 Barbara Stein, Actors' Playhouse
- 22 Emiliano Camargo, Amerikua Permaculture, LLC
- 23
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PROCEEDINGS

(Recording of the meeting began at 9:31 a.m.)

MS. JEANTY: You have to wait for Juana to start the meeting.

MS. LEON: I just went ahead and started.

MS. JEANTY: Okay. We have a quorum, Steve.

MR. HOPE: Okay, so can I begin?

MS. JEANTY: Sure.

MR. HOPE: Okay, thanks. All right. Good morning, everyone. Welcome to the Children's Trust, October 2020 Finance Committee Meeting. I hope that you and your family are doing well.

It is also my hope that we will continue to follow the advice of the medical experts and wear our masks and practice social distancing when in contact with other individuals.

Now, part of my public service announcement as we approach the November election, regardless of your political affiliations or belief, please remember to vote. Do we have any public comment?

MS. JEANTY: No, Chair. We don't have any.

MR. HOPE: All right. Okay. All right. So approval of the June 30, 2020 Finance and Operation Committee minutes. I hope everyone had an opportunity to look at the minutes, and if I can get

1 a motion, please.

2 MR. SALVER: I'll move it, Salver.

3 MR. TROWBRIDGE: And second, Trowbridge.

4 MR. HOPE: All right. All in favor?

5 ALL: Aye.

6 MR. HOPE: Any opposed? Okay. The motion
7 passes. All right. So, if we can move on to the
8 Resolution 20 -- Resolution 2021-A.

9 Authorization to enter into a service agreement
10 with the Actors Playhouse at the Miracle Theatre,
11 Inc. for co-production and presenting sponsorship of
12 the Young Talent Big Dream Talent Search, in an
13 amount not to exceed \$50,000 for a term of 12 months,
14 commencing on October 1, 2020, and ending on
15 September 30, 2021. Can I get a motion, please?

16 MS. FERRADAZ: I'll make a motion, Ferradaz.

17 MR. HOPE: Can I get a second?

18 MR. SALVER: I'll second it, Isaac.

19 MR. HOPE: Thank you. Any recusals?

20 MR. TROWBRIDGE: Recusal, Trowbridge. I serve
21 on the Board of Advisors of Actors Playhouse.

22 MR. HOPE: Okay. Any discussion on this item?
23 I think we have brought this up in the past before,
24 but for new board members, would staff like to
25 provide any information on this before we move it for

1 a vote?

2 MR. HAJ: Steve, I'd be happy to. Just as a
3 reminder, this is our tenth year with Actors
4 Playhouse. We had the Young Talent Big Dream. Our
5 goal is to make it the largest talent show in Miami
6 Dade, which it has become.

7 We were a little concerned this year because we
8 moved to a virtual environment, but we had tremendous
9 success. We actually had a 21 percent increase in
10 participants from prior years. That was an amazing
11 event. It happened two weeks ago. Not this
12 Saturday, the Saturday prior.

13 We actually have a board message going out
14 tomorrow to the Board and the link, so if you would
15 like to see the talent in Miami Dade highlighted
16 there. We really have an amazing amount of talent in
17 Miami Dade. It's great to support the youth and
18 great to support the arts in this community.

19 MR. HOPE: Thank you, sir. Any discussion,
20 question in this resolution?

21 MR. HOFFMAN: Steve, this is Ken. I would just
22 echo what Jim said I did see the event. The event
23 was not a very long event as it turned out online,
24 but they did a great job of shifting production and
25 there was a tremendous amount of talent that's being

1 assisted in this competition type of format, so it
2 was great.

3 MR. HOPE: Thank you, sir. Any further
4 discussion, questions? If none, all in favor?

5 ALL: Aye.

6 MR. HOPE: Any opposed? The resolution passes.
7 Resolution 2021 --

8 MR. TROWBRIDGE: Is anyone there? Steve, sorry
9 to interrupt you. I did want to speak out as to
10 answer the recusal, but I really want to echo what
11 Jim, and of course Ken mentioned.

12 I actually tuned in this year. I had never been
13 able to attend before, it was incredible. And Jim,
14 if there's some way that we can work with Barbara and
15 Earl and the team to get some of those winners out to
16 organizations like ours and other and showcase them,
17 especially in this virtual space, it's a lot easier
18 to transport your cello than it is, you know, in the
19 normal timeframe.

20 So I'd be glad to help with that, with our 15 or
21 so local coalition members. But what a great
22 opportunity to showcase. All of us are on Zoom
23 programs and looking for opportunities like that,
24 especially our young talented people who are, you
25 know, doing great things. So it was awesome to be

1 part of it, and if you haven't ever participated,
2 Earl Maulding is quite the showman.

3 MR. HOPE: Thank you, sir.

4 MR. TROWBRIDGE: Thank you.

5 MS. NUNEZ: And Steve, I'm sorry, if you allow
6 me to answer to Mark. Mark, just so you know, we
7 actually have a schedule for the -- for this year's
8 Champions For Children.

9 We already reached out to Jessica, the cello
10 player, and the winner for the -- in the spoken word
11 category. They're going to both going to be
12 performing in this year's Champions For Children.

13 So we always include them in not only Champions
14 For Children but at the expo when we do the Marlins
15 event at Marlins Park. And at least two of the
16 winners from two weeks ago, we already have a
17 schedule for them to perform this year at Champions.

18 MR. TROWBRIDGE: Great. And if we want to do
19 something, should we reach out to you, Ximena?

20 MS. NUNEZ: Yes.

21 MR. TROWBRIDGE: Thank you.

22 MS. NUNEZ: Thank you.

23 MR. HOPE: Thank you, ma'am. Okay. If no
24 further discussion on this resolution, all in favor?

25 MR. SALVER: I think we voted already voted

1 already.

2 MR. TROWBRIDGE: We voted already, sir.

3 MR. HOPE: Oh, we did. Okay. All right. So
4 moving on to 2021. Let's see, 2021-B.

5 Authorization to negotiate and execute a
6 contract with Armstrong Creative Consulting, Inc.,
7 for event planning services in a total amount --
8 sorry -- not to exceed \$290,000 for a term of 11
9 months, commencing on November 1, 2020, and ending on
10 September 30th, 2021, with four remaining 12 months
11 renewal subject to annual funding and appropriation.
12 Can I get a motion, please?

13 MR. TROWBRIDGE: I'll move the item, Trowbridge.

14 MR. HOPE: Can I have a second, please?

15 MS. FERRADAZ: Second, Ferradaz.

16 MR. HOPE: Any recusals? Opened up for
17 discussion, and I just have a quick question. Can
18 staff talk in terms of how the annual expo is going
19 to be impacted by Covid-19 restrictions, and what
20 some of these changes in the expo program is going to
21 look like?

22 MR. HAJ: Yeah. Steve, thank you for that
23 question. As you know, this is our annual expo. So
24 the budget in front of you and the reso in front of
25 you is the same amount that we have done in the past.

1 This year, we had it planned. We were ready to
2 go, and obviously it was canceled. We're looking at
3 trying to repurpose or trying to do something
4 different. We just weren't able to do it with the
5 impacts of Covid.

6 So this right now is just to lock away the date
7 with the youth fair. We have a -- the tentative date
8 for September -- sometime the first week of -- it's
9 September 18th. That's usually the week after school
10 starts next year.

11 So we're not financially committed. The only
12 commitment we have to put down is a \$10,000 -- a hold
13 with the youth fair, and what we will do with that
14 10,000 is if there's a pandemic or a hurricane, which
15 has happened in the past too, that we use that money
16 just to move the date.

17 So we will be monitoring the Covid and what we
18 can or cannot do, and state and county regulations.
19 But again, I think it's too early about what
20 specifically we're doing. But we have a whole host
21 of even what we did preparing for this year before we
22 finally had to cancel.

23 We have Covid restrictions in place. It's just
24 -- we're going to have to kind of monitor the
25 situation as we get into January, February, March and

1 see where we go from there. We'll be happy to bring
2 a report back to the Board of what we're doing.

3 MR. HOPE: All right. Thank you, sir. Any
4 questions? Discussion on this resolution?

5 MS. FERRADAZ: Mr. Chair, I have --

6 MR. HOPE: Yes, ma'am?

7 MS. FERRADAZ: I just have a question on the one
8 that was cancelled, did we lose any money on that
9 one, or do we have extra supplies that we stocked up
10 that we can use again or --

11 MR. HAJ: Ximena, I think -- I'd ask you to go
12 into details. I don't know think we've lost money or
13 we were able to work with all the vendors and cancel
14 ahead of time. Ximena would probably --

15 MS. NUNEZ: That's correct. We actually didn't
16 because we cancelled earlier in the year. We didn't
17 get a chance to sign the contract with the fair, so
18 we didn't lose any money.

19 We did purchase some headsets, but it's actually
20 part of the next resolution we have today as well.
21 Those headsets, we had planned to distribute them at
22 the family expo.

23 But what we did is we included that as part of
24 the book back drive that we did this year. So we
25 actually didn't lose any money or didn't have

1 anything that we lost because we canceled the event.

2 MS. FERRADAZ: Thank you.

3 MS. NUNEZ: Sure.

4 MR. HOPE: Any further questions or discussion
5 on this?

6 MR. TROWBRIDGE: Just a question on the
7 resolution and working with Armstrong Creative. My
8 understanding is, this is the first year of a five
9 year cycle; is that correct? Because it says four
10 remaining years, so we did a five year contract with
11 Armstrong; is that correct?

12 MS. NUNEZ: Yes, that will be correct. It will
13 be the second year but because we didn't get to --
14 this resolution was approved in March, but we never
15 got to execute the contract. So, this will be the
16 first year.

17 MR. TROWBRIDGE: Okay. And then they had worked
18 with us previously. So how long have they worked
19 with us on the expo?

20 MS. NUNEZ: They have worked with us, I believe,
21 for the last five years in the family expo.

22 MR. TROWBRIDGE: All right, great. Thank you.

23 MR. HOPE: Any questions for the discussion on
24 this resolution? Okay. If none, all in favor?

25 ALL: Aye.

1 MR. HOPE: Any opposed? The resolution passes.
2 Resolution 2021-C. Authorization to enter into a
3 purchase agreement with Linda S. Weston d/b/a Ahead
4 Advertising Specialties for trust branded promotional
5 item, in a total amount not to exceed \$50,000 for
6 term of 12 months, commencing October 1, 2020 and
7 ending on September 30, 2021. Can I get a motion,
8 please?

9 MR. TROWBRIDGE: I'll move it, Trowbridge.

10 MR. HOPE: A second, please? Can I get a
11 second?

12 DR. ABRAHANTE: I second.

13 MR. HOPE: Thank you, ma'am. Any recusals? Any
14 discussion on this item? And I think we have a few
15 new board members who may not have been here in the
16 past.

17 Although the notes provided -- does provide a
18 great explanation. I don't think staff want to
19 provide any additional information prior to the
20 questions and discussion period.

21 MR. HAJ: Steve, this -- again, this is items
22 that have been brought to the past before school
23 opens. We normally do bookbag drives throughout the
24 community. We offer the headsets which was brought
25 up I believe, by one of the finance committee members

1 last year or the year prior or we purchased the
2 headsets for individuals just to distribute in low
3 income communities to help children return to school.

4 MR. HOPE: Thank you, sir. Any questions,
5 discussion on this resolution? Okay. If none, all
6 in favor?

7 ALL: Aye.

8 MR. HOPE: Any opposed? The resolution passes.

9 MR. HAJ: Did you get a motion on the second?

10 MR. HOPE: Yes. I did, sir.

11 MR. SALVER: Yeah, he did.

12 DR. ABRAHANTE: I'll second it.

13 MR. TROWBRIDGE: Dr. Abrahante.

14 MR. HOPE: Resolution 2021-D. Authorization to
15 negotiate and execute a service agreement with
16 Boardroom PR, a public relations agency to plan and
17 execute public relation campaigns on behalf of the
18 Children's Trust in a total amount not to exceed
19 \$42,000 for a term of 12 months, commencing October
20 1, 2020 and ending September 30th, 2021. Can I get a
21 motion, please?

22 MR. ARSENAULT: Motion, Arsenault.

23 MR. TROWBRIDGE: And I'll second it, Trowbridge.

24 MR. HOPE: Thank you, gentlemen. Any recusals?
25 Okay, none. I'll open it up to discussion and

1 question. I just have just one quick question.

2 Seeing that this PR firm, I guess it is intended
3 to compliment the internal PR staff is -- how do we
4 measure the return on the investment in terms of how
5 do we measure this?

6 Whether or not the work provided by the PR firm
7 is meeting the outcome that we want to achieve by the
8 end of the contract period? Is there some
9 performance measurement tool that we will use?

10 MR. HAJ: It all started off with Ximena going
11 into specifics. Probably the last time we even did
12 board interviews for at large, I think what we heard
13 from pretty much every candidate who applied and
14 interviewed when they asked was the area for
15 improvement it really was her messaging and our
16 branding and letting people in this community who may
17 not know about the trust, be aware of the trust.

18 So the last several years, we've charted our
19 marketing and branding efforts. Ximena has done an
20 amazing job with her team, kind of scaling it up.
21 And the question was like during Covid, and during
22 the social unrest is, how do we have the ability to
23 scale and meet needs without necessarily --
24 internally, we can't hire people on board just to do
25 the ebbs and flows.

1 We wanted an outside provider that are
2 consistent and enhancing what we are doing, and
3 Boardroom was selected in a competitive solicitation.
4 So I'm going to have Ximena go specifically into the
5 questions that you asked.

6 MS. NUNEZ: Sure, Jim. Thank you. Steve, the
7 way that -- so, to complement and add to what Jim
8 just mentioned, one of the critical pieces of being
9 able to get, you know, the word out about what the
10 Trust is doing is be able to partner with an agency
11 that has the media relationships to help us, you
12 know, with the placement of opp ads, be able to --
13 if we have an event or something that is important
14 that we need to have media presence.

15 For example, like the PPE distribution that
16 we're having tomorrow. It is critical for us to have
17 a partner that it has those media relationships.

18 So for us, how can we measure success is by how
19 -- if we are able to place these opp ad pieces into
20 newspapers, what newspapers are they being placed?

21 So for example, they help us place one opp ad
22 on our response to Covid-19 in the Miami Herald, as
23 well as census opp ad in the community newspapers and
24 also in the Herald.

25 So those are the ways we're going to be able to

1 measure success, you know, by placing these pieces or
2 pinning up pieces, and by also help us to drive media
3 to the events when we require.

4 MR. HOPE: Thank you, ma'am. Any further
5 questions, discussion on this topic?

6 DR. ABRAHANTE: It's not a question, it's more
7 of a comment that we always have challenges reaching
8 the Haitian community because of many different
9 reasons. So if there's an opportunity through this
10 contract to target that group, I think it will be a
11 very good idea, specifically with sources of media
12 that the Haitian community listen to one and receive.

13 MR. HOPE: Thank you.

14 MS. NUNEZ: Yes, and if you may answer. So yes,
15 you're correct. This agency, Boardroom PR helps us
16 reach the general market. But we actually have a
17 separate contract with Armstrong Creative, who --
18 they help us with everything that is kind of like PR
19 and community outreach efforts in the Haitian Creole
20 community.

21 So when we distribute these press releases or
22 articles, we also work together with Armstrong
23 Creative specifically for the African American
24 community and the Haitian Creole community.

25 MR. SALVER: Steve, I have a question. Question

1 and a comment and opinion. You know, I noticed that
2 Boardroom PR has offices in Fort Lauderdale and in
3 Naples, not in Miami Dade County.

4 And I just find it hard to believe that there
5 isn't a competent public relations firm that could
6 have helped us that is located in Miami that is more
7 familiar with the Hispanic and Haitian Creole
8 community.

9 I just, you know, I think, if not, in this
10 particular instance, I think going forward, staff
11 needs to focus on giving more weight when they do
12 competitive solicitations.

13 They should give more weight to Miami Dade
14 County businesses, keeping jobs and keeping
15 opportunities in Miami Dade County because we are,
16 you know, the Miami Dade County Children's Trust, so
17 I think we should keep an eye on that.

18 So I'm a little bit saddened that we couldn't
19 find a PR firm to fulfill these needs within the
20 borders of Dade County.

21 MR. HOPE: Any further discussion, question that
22 the staff need to respond to? Isaac?

23 MR. HAJ: No. Isaac, I'd like to get back to
24 you on that because the individuals that we work with
25 are local. They are housed here in Miami, so I don't

1 know if Ximena has more details, but Jennifer, who is
2 our point person is a Miami -- lives down here.
3 Actually, on the south end of town.

4 MS. NUNEZ: That's correct, Jim. They --
5 they're local here in Miami Dade, and even though
6 they have their offices is in -- are in Fort
7 Lauderdale, they do have the reach and the needed
8 relationships with Miami Dade County.

9 MR. HOPE: Thank you, ma'am. Any further
10 discussion or questions? If none, all in favor?

11 ALL: Aye.

12 MR. HOPE: Opposed? Okay. The resolution
13 passes. Resolution 2021-E. Authorization to accept
14 a \$192,600 contribution from Miami Beach Chamber
15 Foundation, the fiscal agent for the City of Miami
16 Beach and neighboring municipalities, and to
17 negotiate and execute a contract renewal with
18 Borinquen Medical Health Center.

19 A funded school based health provider, to
20 provide behavioral health enhancements in all eight
21 public schools in Miami Beach at a cost equal to the
22 same dollar amount for a term of nine months
23 commencing retroactively to October 1, 2020 and ending
24 in June 30th, 2021. Can I get a motion, please?

25 MR. SALVER: I'll move it, Salver. And I think

1 it's Borinquen.

2 MR. HOPE: Oh, okay. Well, I apologize. I'm,
3 you know, I've been living in Miami so long I should
4 be able to say that. Can I get a second, please?

5 MR. TROWBRIDGE: I'll second it,
6 Trowbridge/Borinquen.

7 MR. HOPE: Okay. You make me look bad. Okay.

8 DR. ABRAHANTE: Oh, I need to recuse?

9 MR. HOPE: Any recusals?

10 MR. ARSENAULT: Yeah, I don't know. I may need
11 to recuse. I mean, even though we don't, Baptist
12 Health does not provide mental health or behavioral
13 health, we do have health care services on Miami
14 Beach.

15 MR. HOPE: Is there an attorney present that can
16 give an opinion?

17 MR. HAJ: Dale is present. I don't think
18 historically that either of you will have to recuse
19 on this one. This is -- all we are doing is we're
20 receiving money from Miami Beach. This is a great
21 reso that they're giving us the money. So, go back
22 and circle back to support mental health services in
23 the Miami Beach schools.

24 MR. ARSENAULT: Okay.

25 MR. HOPE: Okay. If no recusals any discussion,

1 question on this resolution? Is it necessary for
2 staff to provide any additional clarification if --
3 Jim?

4 MR. HAJ: No, Steve. I think this is a -- this
5 is partnership and this is what we're proud of. To
6 have Miami Beach commit 100, almost \$200,000 annually
7 to support mental health in their schools.

8 I think it's a great thing. So this is not a
9 cost to us. We're receiving the money and supporting
10 Miami Beach schools with mental health services which
11 are critically needed.

12 MR. HOPE: Alright, thanks for the explanation.
13 If no further question or discussion, all in favor?

14 ALL: Aye.

15 MR. HOPE: Opposed? The resolution passes.
16 Resolution 2021-F. Authorization for the
17 expenditures of dues for membership in the Florida
18 Children Council Inc., in a total amount not to
19 exceed \$110,000 for a term of 12 months, commencing
20 retroactively October 1, 2020 and ending September
21 30th, 2021. Can I get a motion, please?

22 MR. SALVER: I'll move it, Salver.

23 MR. HOPE: Can I have a second?

24 MR. ARSENAULT? Second, Arsenault.

25 MR. HOPE: Thank you. Any recusals? None? Any

1 questions, discussion on this resolution?

2 MR. TROWBRIDGE: Mr. Chairman, October Chair,
3 just two quick questions. Is this consistent with
4 what we pay here year-to-year? And that -- I know
5 that I think that Gainesville now is in the mix,
6 right, Jim? Does that reduce our cost?

7 MR. HAJ: Yeah.

8 MR. TROWBRIDGE: Or it just kind of stays as is?

9 MR. HAJ: Yeah, I guess so. So, thank you for
10 that question. It is not -- has -- how it's been
11 historically. Last year, we renegotiated because we
12 were paying about -- I don't know if Bill or Jonathan
13 can help me, 140, \$150,000.

14 We met with the FCC. Renegotiated the ratio or
15 the formula to get here, and we came down to
16 \$110,000.

17 And as you mentioned, Alachua just came on,
18 which will lower costs, and we also have Leon County
19 and Escambia going in less than a month to the
20 ballot.

21 And we've been working with them and as soon as
22 it -- hopefully, that passes in November and then we
23 should have two more coming on which will reduce our
24 costs even further.

25 MR. HOPE: Thank you. Any further questions,

1 discussion on this item? If none, all in favor?

2 ALL: Aye.

3 MR. HOPE: Passes to now Mr. CEO?

4 MR. HAJ: Karen, thank you. Juana or whoever's
5 running the behind the scenes, if you could pop up
6 the monthly financial statement for August? So Bill,
7 if you can take a moment to go through this, please?

8 MR. KIRTLAND: Yes. Good morning, everybody.
9 I'm finally speaking up for the first time during the
10 Finance and Operations Committee Meeting.

11 I just wanted to briefly go over a little bit of
12 my observations of the August 2020 financial
13 statements and sort of express, I guess, my sort of
14 nerdy accounting type of excitement as we head into
15 the end of the fiscal year.

16 In real time, of course, we have closed out our
17 fiscal year. It's October 8th, our fiscal year ended
18 September 30th. It does take us some time to close
19 out our September 30th books.

20 So hopefully we'll be coming back with a better
21 understanding of what our what our final numbers for
22 the fiscal year end look like in some time in
23 November, and we can report and see how we're doing.

24 But as you may recall, we have been implementing
25 a somewhat aggressive strategy to make sure -- to

1 ensure that we reduce our fund balances over the
2 course of the -- this current funding cycle, and the
3 goal has always been to reach that goal -- to reach
4 that desired fund balance by the end of year three of
5 the five year funding cycle.

6 So September 30th, 2020 represents the end of
7 the second year of the five year fund cycle. In year
8 one of our funds cycle, we were looking at being a
9 little bit behind where we thought we would be as far
10 as the fund balance drawdown plan.

11 And in observation of the first year, we looked
12 at some programs that didn't spend quite to their
13 capacity but we were optimistic about their spending
14 in the second year of the funding cycle. So, we
15 didn't make any drastic changes to our spending
16 strategy from year one to year two which is fiscal
17 year '20.

18 So, if we were to look at a budget -- the budget
19 year comparison, you won't see a dramatic increase in
20 expenditures. However, what is evident in this month
21 is how much greater our actual year to date
22 expenditures are compared to last year.

23 And I think if we were to scroll to -- I hate to
24 jump all the way to the last page, but it just
25 reflects the numbers I want to shine a light on, is

1 that our year to date expenditures, you can see
2 highlighted near the bottom. It's 115, almost 115.4
3 million dollars compared to last year at 100 million
4 dollars -- about 100.8 million dollars.

5 So this is -- this represents, again, some
6 increased contract utilization which is a good thing.
7 You know, we are bringing expenditures closer to the
8 actual budgeted amounts, repurposing existing
9 contracts and funds in areas that they will be more
10 fully utilized.

11 Spending is a little bit -- is more linear and
12 predictable throughout the course of the year rather
13 than there being hotspots of billing. And from what
14 we've learned, interestingly enough during our
15 pandemic period is that our providers are on top of
16 their invoicing more so than in years past.

17 So we have a number of invoices reflected in the
18 115.4 million dollars that we haven't had. Maybe
19 that many invoices by this time is in years past.

20 So going into our final month, last year we had
21 about 39 million dollars recognized in the last
22 period in September 2019 because we collected
23 numerous -- hundreds of invoices to close out our
24 books and records. Now we still have a significant
25 amount of invoices to collect, but not as much as

1 what we had at this point last year.

2 We also had a little bit of a weight issue with
3 our early childhood development and our, I think our
4 tiered payment and scholarship programs last year,
5 where most of our billings for that program occurred
6 at the very end of the fiscal year because we had
7 delays with the OEL System and so forth. But that
8 program has more fully utilized their award during
9 the course of the year.

10 So we've had more expenditures on the front end
11 compared to last year at the back end. So if, there
12 again, there's some flexibility and it's hard to
13 predict the exact number of expenditures that we will
14 recognize in the final month.

15 But if it ranges from about 35 to 40 million
16 dollars, or 30 to 40 million dollars, we will, within
17 I guess a reasonable variance, land where we thought
18 we would be as far as expected expenditures for the
19 fiscal year '20, and where we want to be as far as
20 our fund balance drawdown plan headed -- heading
21 into, and now currently, in fiscal year 2021. So
22 that's where I conclude with the plan.

23 MR. HOPE: Question. Given that with Covid-19,
24 a lot of the -- the way the programs are designed by
25 the Trust, it requires face to face interaction

26

1 between providers and clients.

2 Do you envision that -- was your number of
3 providers who were not able to maybe continue to
4 deliver the services, and as a result you saw a
5 smaller amount of disbursements or was the Trust able
6 to adjust and work with these providers so that they
7 changed their program models, and could still be --
8 still receive reimbursement?

9 MR. KIRTLAND: Dan, I thought you unmuted. Are
10 you about to answer this question or do you want me
11 to go for it?

12 MR. HAJ: No, go ahead. I'll be happy to chime
13 in as well.

14 MR. KIRTLAND: And I'm sure Stephanie is on the
15 line. Yeah, she is on the line -- might want to
16 compliment my response.

17 But I think if you be remember back to when the,
18 you know, the quarantine and the Covid was in its
19 early days of the outbreak, a lot of questions came
20 to the Trust about how we would continue to support
21 our programs.

22 And most -- a lot of those concerns also
23 revolved around how would we consider supporting
24 programmatic staff during this time. I think because
25 the Trust has a consistent approach and a messaging

1 that we will continue to support our agencies and
2 their staff during the time of transition.

3 Most of our programs have in these contracts, I
4 would say, you know, are heavily weighted to
5 personnel related costs. But the decision to
6 continue supporting personnel costs kept a type of
7 even consistency to the amount of expenditures that
8 we were receiving for the programs.

9 Now as far as the program execution, you know,
10 there were transition types of costs that may have
11 also offset anything that was a decrease to the face
12 to face type of interaction that would take place in
13 our program.

14 So we were proactive in designing forums and
15 methods to allow providers to actively repurpose, you
16 know, budget amounts quickly to how they needed to
17 adapt their program through a remote model.

18 And some -- for some of them, very few of them,
19 I think maybe even staying in person and all those
20 safety CDC type of precautions they needed for their
21 programs on site.

22 So I think that there was not a dramatic drop
23 off because of our continued support and program and
24 personnel expenses, but in other types of expenses
25 there were new uses for the program.

1 Now as far as the type of, I guess, slot
2 utilization and performance, Stephanie probably has
3 more to comment on that than I do.

4 MR. HOPE: Thank you.

5 MS. SYLVESTRE: So as Bill said, for the first
6 few months of Covid lockdown, we were reimbursing
7 providers. Quite a number of our providers were able
8 to go to virtual programming, and even when we did
9 summer camp where we were doing in person at a
10 reduced number, the cost of providing the services
11 remained the same because we went from a one to 15
12 ratio to a one to nine ratio.

13 Additionally, providers saw an increase in
14 expenses due to having to provide PPE and cleaning
15 supplies. So we expect that we will end the year
16 pretty much with most of the budget spent and then --
17 so, we don't think -- Covid didn't negatively impact
18 our providers ability to deliver services
19 consistently or reduce the amount of expenditure we
20 have.

21 MR. HOPE: Thank you. Mr. CEO, and back to you.

22 MR. HAJ: Okay. So, the quarterly CEO reports
23 are on page 18 and 20. You're going to see two sets.
24 The reason why we have April to June on here, as you
25 know, July, we had a very early meeting, Finance

1 Committee meeting.

2 We weren't able to turn around September and the
3 board meeting got cancelled, so that's why both sets
4 are in front of you today. So you have it for -- from
5 April to June and from July through September.

6 As well as, you have two emergency funding
7 requests which we put in an email last week to the
8 Board. Challenge to Change is one that supports
9 foster care youth with disabilities, and the second
10 one was through CHI for PPE and that was to purchase
11 PPE for all our providers, which the email went out
12 yesterday that we're doing a mass distribution
13 tomorrow in our building at the bottom floor between
14 ten and 12 -- I think it was 12:30. And if you have
15 the ability to come by to see or to assist if you'd
16 like, you're more than welcome.

17 The emerge -- the PPE distribution, again, it is
18 tomorrow, October 9th. And then, there are going to
19 be three resos, and Mr. Chair, I don't know if you
20 want to chime in.

21 There are going to be three resos that will be
22 coming to the Board that are finance related in
23 November that has not made it to this committee and
24 the Chair has agreed to move it to the Board and our
25 attorneys have agreed to fast track them.

1 When we surveyed the Board regarding coming in
2 and physical presence, as you know, the governor
3 extended the order for this month, but November we
4 got to meet face to face. So we took all the
5 November resos and either moved them to January or
6 are bringing them to October as many as we can to
7 bring to the Board for approval to give us
8 flexibility for November.

9 So if we cannot get quorum, we still don't hold
10 up the operations of the Trust. So there'll be three
11 resos that will be coming to -- and the executive
12 team will reach out to each of you about all those
13 three resos once it's approved for legal sufficiency.

14 MR. HOPE: Thank you. Jim, if I may just add, I
15 had spoken to staff about just providing accumulative
16 amount for the CEO expenditures, so just for the
17 Finance Committee purpose. The budget is 1.2
18 million, and I think the cumulative amount I was told
19 was just under \$900,000.

20 So I think the CEOs would have spent maybe about
21 \$300,000 less than what was reflected in the budget.
22 Is that a correct assessment?

23 MR. HAJ: That is. It was about 860,000, and
24 just for the finance committee's knowledge,
25 historically, we never spend over three quarters.

1 We've never gone over 900,000 in at least 5, 6,
2 7 in recent history. So historically, we spent about
3 three quarters of that annually.

4 MR. HOPE: Thank you. Mr. Chair, that
5 concludes.

6 MR. HOPE: Okay. Thank you, sir. Any other
7 discussion, questions before we adjourn? If none,
8 the meeting is adjourned. It's now 10:08. Thank
9 you, everyone. Be safe.

10 MR. TROWBRIDGE: Thank you.

11 Thank you. Be safe, everyone.

12 (Whereupon, at 10:08 a.m., the meeting was
13 adjourned.)

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The above and foregoing transcript is a true and correct typed record of the contents of the file, which was digitally recorded in the proceeding identified at the beginning of the transcript, to the best of my ability, knowledge, and belief.

Signed this 3rd, day of November 2020.

Brenda Saliba

Brenda Saliba, Transcriptionist

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