



**FINANCE COMMITTEE MEETING SUMMARY**  
**February 12, 2020**  
**9:30 AM – 11:00 AM**

**Voting Board Member Attendees:**

Tyra Tutor  
Rose Conry

**Non-voting**

Kevin Gay

**Staff:**

Donnie Horner, Saralyn Grass, Delores Williams, Travis Williams, Cory Armstrong, Joyce Watson, April Hart, Lenora Wilson, Tyrica Young, Dae Lynn Helm, Kenneth Darity, Katoia Wilkins, and Mari Ganues

**COJ Staff:**

Julia Davis, Office of General Counsel, Mary Staffopoulos, Office of General Counsel

**Guests:**

Leon Baxton, Communities in Schools; Jerome Baltazar, Communities in Schools; Bryan Jones, Communities in Schools; Bob Tedeschi, Boys and Girls Club of NEFL; Kevin Carrico, Boys & Girls Club of NEFL; Kristin Carter, Take Stock; Tammy Morgan, Girls Inc.

**Call to Order**

The Finance Committee Meeting was called to order at 9:38 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked that the action items be moved up on the agenda as committee members, Rose Conry must leave.

**New Business**

**Kenneth Darity introduced Continuation of Funding and Contract for Summer 2020**

If approve the Committee is authorizing KHA to continue funding to the providers listed on the attachment, authorize the CEO so execute contracts, and file legislation with the Jacksonville City Council when necessary. The purpose for the continuation funding is to will allow applicants time to prepare, the Board time to review minimum requirements and score of services. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. Ms. Tutor asked that the action item be changed to reflect CEO instead of acting CEO. With no other comments being heard, Mr. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Kenneth Darity introduced Boys & Girls Club seat transfer request.**



The Committee is asked to authorize the transfer of seats within the same contract to other sites that have a waiting list and authorizing the CEO to execute the contracts. Rose Conry made the motion and Tyra Tutor seconded it. The floor was opened for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Kenneth Darity introduced Communities in Schools seat transfer request.**

The Committee is asked to authorize the transfer of seats within the same contract to other sites that have a waiting list and authorizing the CEO to execute the contracts. There will be no fiscal impact, and this will help with the waiting list for Communities in Schools program sites. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Nekita McGruder introduced Douglas Anderson Band Boosters, Youth Travel Trust Fund request.**

Douglas Anderson Band Boosters have been invited to perform at the National Concert Band Festival. This funding will assist fifty-seven students to travel to Indianapolis, Indiana on March 11, 2020 through March 15, 2020. Their community service project to be decided before September 2020. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. Mrs. Tutor asked if any of this funding will be used to cover meals. Staff will find out that information and make sure that no funds will be used for food to be included in the contract. Kevin Gay explained that a running total will be included on each travel trust action item and asked about an available link on the KHA website. With no other comments being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Nekita McGruder introduced First Baptist Church of Oakland, Youth Travel Trust Fund request.**

First Baptist Church of Oakland is requesting funding to send twenty students on a spring break college tour on March 8, 2020 through March 14, 2020. Students will tour various colleges and universities in Alabama, Washington, Tennessee and Maryland. Community service project will be decided before September 2020. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Approval of the minutes**

Mrs. Tutor asked for approval of the December 2, 2019 finance summary. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor of passing the summary signify by the sign of “aye”. All were in favor and the motion was passed.

**Finance Report**

April Hart, Assistant Director of Finance, went over the finance report ending on September 30, 2019 and gave an update on the grants below. Ms. Hart went into more detail on grant items that were highlighted on her report. This consisted of grants that were closing out, renewed or still waiting approval of reimbursements from the grantors.

Afterschool Food Program 2018-2019	Afterschool Food Program 2019-2020
Summer Food Program 2019	Summer Food Program 2020
Wallace Foundation Grant	
21 <sup>st</sup> CCLC Program Impact Grant 2019	21 <sup>st</sup> CCLC Program Impact 2020
21 <sup>st</sup> CCLC Program Team Up Excel 2019	21 <sup>st</sup> CCLC Program Team Up Excel 2020
Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant	



SAMHSA High Fidelity Wrap Around Grant  
SAMHSA Jax System Collaborative Care  
Beaches Community Fund Early Learning Grant  
Youth Travel Trust Fund  
Kids Hope Alliance Trust Fund- Stop the Violence  
Kids Hope Alliance Trust Fund- Mini Grants Program  
Jax Kids Book Club Trust Fund

Mrs. Tutor likes the finance summary and would like to continue to go over the grants during the meeting. Mrs. Tutor asked staff if the auditors would be wrapping up any time soon. There is not a completion date at this time.

**Discussion and Public Comments:**

Dr. Saralyn Grass and Kenneth Darity went over the draft for the Out of School Time RFP. Dr. Grass went over a few highlighted areas contained in the RFP.

- Best Practices
- Benchmarks
- Data collections
- Outcomes, results-based accountability

RFP to reflect whether it will be community based or school based, how do we measure the programs.

Other topics discussed in the RFP were:

Surveys

Program design

College Readiness

Career Readiness

Family Engagement

Quality Assessments

Advance

In kind match or cash match

Units of service

Seat transfer, billing and length of the program

Staff signing authority to move seats within a contract

Evaluators, training and scoring

**Public Comment**

Leon Baxton thanked staff for listening when it came to the structure of the RFP.

**Adjourn**

The meeting was adjourned at 10:54 a.m.