



**GOVERNANCE & PROGRAM COMMITTEE  
MEETING SUMMARY  
February 3, 2020  
1:00 PM – 2:30 PM**

**Voting Board Attendees:**

Dr. Barbara Darby, Committee Chair  
Rebekah Davis  
Kevin Gay

**Staff:**

Donald Horner III, Travis Williams, Cory Armstrong, Delores Williams, Dae Lynn Helm, Katoia Wilkins, Mary Nash, Saralyn Grass, April Hart, Debra Sibley, Lenora Wilson, Tia Keitt, Mari Ganues, Tyrica Young, Quinn Washington, Nekita McGruder, Mari Ganues

**COJ Staff:**

Julia Davis, Office of General Counsel

**Guest**

Leon Baxton, Communities in Schools; Stanley Scott, AAERTT; Rosette Poole, Oxford Prep; Kevin Carrico, Boys & Girls Clubs; Jennifer Smith, The Giving Closet Project

**Call to Order**

The Governance & Programs Committee meeting was called to order at 1:04 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today. Dr. Darby gave instructions for evacuation in case of an emergency. Dr. Darby asked for approval of the minutes from December 2, 2019 Governance Committee meeting. Rebekah Davis made the motion and Mr. Gay seconded it. Dr. Darby invited public comments. With none being heard, the motion to approve the minutes was passed.

**Discussion**

Dr. Darby opened discussion from the Committee for the governance workplan and asked if anyone had questions about the procurement process that was presented by Mr. Pease during last month's board meeting. Dr. Darby asked the Committee if they had any items to add to the work plan and touched on the ones that are already on the workplan.

1. Accreditation
2. Legislative items
3. KHA Policies and Procedures
4. Community Building with partners

Dr. Darby asked for an update from Travis Williams, Senior Director of Communications, as to what has KHA done so far. Mr. Williams says he will have something to present at the next board meeting and will also talk about how KHA will try to help build capacity for the smaller providers. Dr. Darby recommended the framework used for the Mini Grants and the Stop the Violence Mini grants as a guide.

Dr. Darby asked that the workplan be updated to include dates, not that these items will be completed by those dates.



### **Action Items**

**Deborah Sibley introduced Summer Camp Continuation Funding.** If approved the Committee is authorizing KHA to continue funding to the providers listed on the attachment, authorize the CEO to execute contracts, and file legislation with the Jacksonville City Council when necessary.

The purpose for the continuation funding is to allow applicants time to prepare and the Board time to review minimum requirements and score of services for the RFP. Rebekah Davis made the motion and Kevin Gay seconded it. The floor was opened for discussion and public comments. The Committee had conversation on the camp rates and how do we plan to provide funding to providers who are not currently being funded under the continuation request to make sure that everyone has the opportunity to apply. Dr. Grass said there may be possible funding from the Fines & Forfeitures small program. Dr. Darby asked for additional information from staff: if the providers we are granting continuation are meeting their capacity they said in their contracts, do we have reports from them on their programs, how is the quality of the services they are providing? Dr. Grass will send the requested information to Dr. Darby. Stanley Scott made comments on the location of the summer camps. Rosette Poole made comments about budget forms in the RFP and providers being able to make changes to their budgets. Dr. Darby asked staff to look into this request. With no other discussions being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Deborah Sibley introduced Boys and Girls Club of NEFL Seats Transfer.** 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. Kevin Gay made the motion and Rebekah Davis seconded it. The floor was opened for discussion and public comments. Stanley Scott asked how this request was different from what Ms. Poole requested on budget changes. The Committee had discussions about contract guidelines and what are the restraints when requesting a budget amendment. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Deborah Sibley Communities in Schools Seats Transfer.** 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. Rebekah Davis made the motion and Kevin Gay seconded it. The floor was opened for discussion and public comments. With none being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Mari Ganues introduced the Douglas Anderson 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. Rebekah Davis made the motion and Kevin Gay seconded it. Mr. Gay thanked staff for providing the travel trust total and the remaining balance in the account after each request. Dr. Darby opened the floor for discussion and public comments. Mr. Scott asked about the children traveling and what is are the income levels. With no other comments being heard, Dr. Darby asked if all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Mari Ganues 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. Rebekah Davis made the motion and Kevin Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Scott asked about a workshop or public awareness of the available funds. Information about funding for travel is available on the KHA website, social media and



KHA 101. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Discussion**

Saralyn Grass reviewed the draft Out of School Time Request for Proposal, RFP. Dr. Grass will make changes to the draft and provide an updated copy at the board meeting. Procurement will also be doing some formatting changes. Dr. Darby asked about program focus and how it will be incorporated. Dr. Grass talked about assessments and monitoring tools that staff will use when visiting their sites for evaluations.

**Public Comments**

None

**Adjourn**

The meeting was adjourned at 2:40 p.m.

DRAFT