

1. Introductions and Instructions

Dr. Marvin Wells, Board Chair

Dr. Marvin Wells called the meeting to order at 10:00 a.m.

Members Present: Dr. Marvin Wells, Tyra Tutor, Rose Conry, Rebekah Davis, Marsha Oliver

Members Absent: Kevin Gay, Jenny Vipperman

Dr. Marvin Wells recognized Mary Nash for 18 years of service at KHA and she will be leaving for a new opportunity on December 2nd.

Lenora Wilson for 29 years of service at KHA and she will be retiring at the end of the year. Dr. Wells presented Rodger Belcher with a pin and letter from the Mayor for 10 years of service. Dr. Wells shared that KHA received a \$900,000 grant, for \$300,000 A year and thanked the grants department.

2. Public Comment

Public comment will be taken once at the beginning of the meeting for all items that will be voted on at the meeting. These comments should only be in reference to those action items below.

A separate public comment time will be open at the end of the meeting for any general comments by the public.

3. Approval of the Minutes

Dr. Marvin Wells, Board Chair

Motion: Tyra Tutor

Second: Rose Conry

Approved unanimously.

4. Finance Committee Discussion

a. Finance Report

Tyra Tutor, Finance Committee Chair

Jessica Pitts, Director of Finance

Tyra Tutor, Finance Committee Chair, said that due to Hurricane Nicole the Finance Committee did not hold their November meeting. Jessica Pitts, Director of Finance, read the preliminary income statement, and grant overviews.

b. FY2022/2023 Final Schedule M

Jessica Pitts, Director of Finance

Dr. Saralyn Grass, Chief Administrative Officer

Dr. Saralyn Grass, Chief Administrative Officer, read the FY22/23 Schedule M, and informed the Board that KHA was awarded \$5 million in enhancements

and \$3.8 million in current-level funding. Additionally KHA was awarded 400,000 for apprentice programming dollars. KHA has requested increases in the KHA trust fund.

Dr. Grass informed the Board that the recapture funds have not rolled over from the previous fiscal year, and will be reflected in the next financial statements.

c. Board Approved Policies Review

Tyra Tutor, Finance Committee Chair

Dr. Saralyn Grass said that Staff has been using the policies as written, but the change reflected on the policies are clarifications. Dr. Marvin Wells said that these actions have improved the lives of the providers. Lawsikia Hodges, Office of General Counsel, added what the ordinance says regarding advance payments and that if KHA moves forward with a higher percentage over what is being proposed KHA would need to change the ordinance.

5. Governance and Programs Committee Discussion

a. Board Approved Policies Review

Rose Conry, Governance and Programs Chair

Rose Conry, Governance and Programs Committee Chair, informed that the Governance and Programs Committee was unable to meet. Dr. Saralyn Grass read the existing policies and bylaws, and said that staff proposes no new changes to the policies.

b. Board Self-Assessment Results

Rose Conry, Governance and Programs Chair

Rose Conry read the results of the Board Self-Assessment. Tyra Tutor invited anyone who does not understand the finances to the Finance Committee meetings where the finances are looked into in higher detail.

6. Partner Presentation

a. Read Jax Overview

Rachael Tutweiler Fortune, President, Jacksonville Public Education Fund

Rachael Tutweiler Fortune, President of the Jacksonville Public Education Fund, presented on the efforts of the READ Jax initiative that KHA is a partner in. Dr. Saralyn Grass included that the hardest part of the initiative is breaking down the silos and getting everyone to work together and share resources. Marsha Oliver, Board Member, thanked Ms. Fortune for her efforts in literacy. Dr. Marvin Wells said that he appreciates all of the efforts.

7. New Business

a. Goodwill Mayors Youth at Work Partnership

Dr. Saralyn Grass, Chief Administrative Officer

Dr. Saralyn Grass read the action item, and Rose Conry recused herself from the item due to doing contract work for Goodwill industries. Marsha Oliver

asked how many tutors READ USA currently have. Dr. Grass clarified that this would increase the tutors in the Mayors Youth at Work Partnership by 201.

Motion: Marsha Oliver
Second: Tyra Tutor
Approved 4-0-1 (Conry Abstained)

b. Wallace Foundation Grant Application

Dae Lynn Kennedy, Assistant Director of Research and Grants

Dae Lynn Kennedy read the Wallace Foundation Grant application.

Motion: Rose Conry
Second: Tyra Tutor
Approved unanimously.

c. Board Policy Review

Dr. Saralyn Grass, Chief Administrative Officer

Dr. Saralyn Grass read the Board Policy Review action item.

Motion: Rose Conry
Second: Tyra Tutor
Approved Unanimously.

8. Programs Update

Kenneth Darity, Chief Programs Officer

Kenneth Darity shared the programs update. KHA served a total of 10,569 students, with 6588 from Out of School Time. KHA Staff is continuing to try and get contract reimbursements out on time. The internal goal is to get reimbursements out within 5 business days. KHA has had 192 touchpoints in the program quality department. Healthy Families Florida has had staffing troubles throughout the Covid-19 pandemic, Mr. Darity informed the Board that they will be seeing some contract amendments due to these staffing issues. Some notable changes that are expected in the next month are as follows. The required number of families to be served will change from 400 to 256. Programs will be required to report on a monthly basis showing compliance with this new number of families served. Staffing will change from 20 direct service staff to 16 staff. An increase in salaries will also be implemented.

9. CEO Delegation Report

Dr. Saralyn Grass, Chief Administrative Officer

Dr. Saralyn Grass reported to the Board of Directors of items completed under the CEO delegation policy. Contract renewal for healthy start coalition with a \$12,000 increase to a total of \$212,000. Increase Angels for Allison by \$18,000 for a total of \$58,000. Staff renewed two contracts with Sulzbacher and Lutheran Services. These two contracts increased from \$75,000 to \$100,000. KHA renewed a contract with UNF for a STEM program as well.

11. Board Discussion

a. Board Retreat Follow-Up

Jacquie Gibbs, Consultant from C. Robinson Associates, presented the summary from the Board Retreat. Dr. Saralyn Grass read through the staff presentation on the Board Retreat proposal including the proposed mission, vision, and 5 proposed goals and measurements. Marsha Oliver asked about KHAs efforts in substance abuse. Dr. Grass pointed to Goal 4 and "they will have access to any resource that they need" and said that it could be utilized for substance abuse issues. Katie Bakewell, NLP Logix, also informed the Board of the measurements used for each goal which includes drug abuse. Ms. Bakewell also informed the Board of the intention to receive readily available and reliable data which will be used to measure each of these goals. Dr. Marvin Wells commented that these efforts work to make KHA more of a clearinghouse that does not currently exist. Tyra Tutor thanked both C. Robinson Associates and NLP Logix for their hard work on the project.

12. Next Steps and Meeting Schedule

Kenneth Darity updated the Board of the ongoing partnership with United Way's 211 line, and the efforts to coordinate resources in Duval County. Dr. Saralyn Grass shared that KHA was able to give out 3,000 tickets to youth for the JSU vs EWU football game, 3,000 tickets to the Jacksonville Fair, and several thousand tickets to the Florida vs Georgia baseball game. KHA Staff is looking to present the RFPs in February. The tentative date for the next Board meeting is January 11th.

13. Public Comment

Dr. Wells adjourned the meeting at 11:36.