



KHA July Board Meeting

Jul 5th, 2023 9:45am - 10:45am EDT

KHA Board Room

1. Introductions and Instructions

Tyra Tutor, Board Chair

9:45am

2. Public Comment

- a. **Public comment will be taken 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 to be made by the public.**

3. Approval of June Minutes

Tyra Tutor, Board Chair

 [June Board Meeting Minutes - Final 070523](#)

4. New Business

a. CEO Offer Details

Tyra Tutor, Board Chair

 [CEO Offer Details Action Item Final_23-24](#)

5. Thank you to Mike Weinstein

Dr. Marvin Wells, Past Chair & Tyra Tutor, Board Chair

6. Board Chair Passing of the Gavel
Dr. Saralyn Grass, CEO & Mike Weinstein, CFO

7. **Public Comment**

8. **Next Steps**

END
10:45am

1. Introductions and Instructions

Dr. Marvin Wells, Board Chair

Dr. Wells began by introducing Mayor Lenny Curry. He asked Mayor Curry to stand and presented him with a trophy from KHA. Mayor Curry expressed his appreciation for the work done at KHA and the value we bring to the children, youth and families of Jacksonville.

The meeting was then called to order by Dr. Wells and he acknowledged that there was a quorum of Board Members present. He congratulated Mari Ganues on her promotion to Director of Communications, Marketing and Event Management. Dr. Wells also indicated that KHA has recently released 3 RFPs, all of the responses have been received and scoring is in process.

Members Present: Dr. Marvin Wells, Tyra Tutor, Rose Conry, Kevin Gay, Rebekah Davis, Jenny Vipperman

Members Absent: Marsha Oliver

Liaisons Present: Nick Howland, City Council - Group 3, Chief Morris Hillyard III, Jacksonville Sheriff's Office, Lawsikia Hodges, Office of General Counsel, Anna Dewese, Duval County Public Schools

2. Public Comment

Dr. Wells indicated that public comment will be taken 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 items on the agenda.

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

3. Approval of April Minutes

Dr. Wells asked the Board to approve the minutes for April 2023.

Motion - Rose Conry

Second - Kevin Gay

Approved 6-0

4. Finance Committee Update

Tyra Tutor, Finance Committee Chair

Ms. Tutor provided an overview of the Finance Committee's meeting. She indicated that the meeting included an overview of KHA's Finances over the last 7 months (thru April 30, 2023). KHA's financials are in great shape. In addition, \$18m of the \$27m

budget has been encumbered and the expectation is that all funding will be utilized for programming. For the second year in a row, the expectation is not to recapture funds.

The budget was reviewed for FY 2023/2024. Each line item was reviewed and there is an 11% increase proposed for programming in order to maintain the level of quality. The budget was approved by the Finance Committee. Dr. Wells asked for a motion to approve the Finance Committee report.

Motion - Tyra Tutor
Second - Rose Conry
Approved 6-0

5. Governance and Programs Committee Update

Rose Conry, Governance and Programs Committee Chair

Ms. Conry indicated that there were two action items on the Governance and Programs Committee agenda but because there wasn't a quorum, they were unable to vote on those items. She then recommended that the August meeting include a discussion to change KHA's bylaws to allow committee members to be substituted for members present for voting purposes.

6. New Business

a. Emerging Provider RFP Approval

Dr. Saralyn Grass

Dr. Grass indicated that this RFP was previously for Small Providers and the guidelines are still the same. This new cohort is for 4 years and will include 10 KHA providers and 10 providers from the public service grant. The first year will consist of capacity building and then program development which will be funded years 2-4.

Motion: Dr. Wells
Second: Jenny Vipperman
Approved 6-0

b. Sharon Darling Grant Approval

Dr. Saralyn Grass

This grant will be used to supplement Family Literacy Week and STEM UNF kits.

Motion: Tyra Tutor
Second: Rose Conry
Approved 6-0

c. FY 23/24 Comprehensive Budget Approval

Mike Weinstein, Chief Executive Officer

Mr. Weinstein summarized the budget process which began in March and will culminate at the end of September. KHA submitted its budget request, and we should know our budget by the end of September. We did request an 11% increase for programming and based on RFP scores the dollar amounts may change.

Ms. Pitts indicated that there were some minor adjustments based on a line by line analysis including professional services, local mileage, hardware/maintenance/licenses (Agiloft), office supplies, employee training, etc.

Motion: Tyra Tutor

Second: Rose Conry

Approved 6-0

d. Board Nominating Committee Recommendations

Dr. Marvin Wells, Board Chair

Dr. Wells summarized the previous Nominating Committee meeting which included the below slate of Officer recommendations. After some discussion, the Board decided to vote on this slate:

Tyra Tutor - Board Chair

Rose Conry - Vice Chair/Board Secretary

Jenny Vipperman - Treasurer

Motion: Tyra Tutor

Second: Rose Conry

Approved 6-0

7. CEO Delegation Report

Dr. Saralyn Grass

The CEO Delegation Report centered on renewals of contracts which were in good standing but were on a different cycle than the RFP's. These renewals include United Way Full Service Schools, Goodwill, Mayor's Youth at Work Partnership, Partnership for Child Health and the Children's Home Society/Healthy Families program.

8. Programs Update

Kenneth Darity, Chief Programs Officer

Mr. Darity discussed the number of children served for March (10,802) and April (10,454), departmental updates and recent events. All departments are working on scoring responses for the 3 RFPs. Contract Management is also closing out the After School contracts, Quality Assessment is focusing on assessments for Summer Only sites, Grant Management is working on procuring grants and the Quality Training team is focused on CollaborNation/Live trainings and scoring RFP responses.

Mr. Darity also recently visited a Stem2Hub event and served as the Keynote Speaker at Goodwill's MYWAP summer kickoff orientation.

9. Partner Presentation

a. Mayor's Young Leaders Advisory Council

Kaitlin Stallings, MYLAC President

Kaitlin Stallings provided an overview of the MYLAC program. She also shared her educational and professional accomplishments as well as her future plans which include creating her own global animal rescue organization.

10. CEO Report

Mike Weinstein

Mr. Weinstein discussed the incoming administration's request for appointed employees and officials to submit their resignations with the option to remain working for the city or retire. He emphasized that this is a normal practice and it will be further discussed with KHA Staff at an upcoming meeting.

Mr. Weinstein also reminded the audience that he will be retiring soon and KHA's desire to ensure that Dr. Grass returns soon. Mr. Weinstein mentioned the MBRC process begins soon and the timeline of her return will be a topic of discussion.

Mr. Weinstein added that we would need to name the Chairs of the Governance and Finance Committees effective July 1st. Ms. Tutor asked if Jenny Vipperman would accept the position of Finance Chair and Rose Conry would continue to chair the Governance Committee and they agreed to do so. Ms. Tutor then asked the other Board members to choose a committee for the upcoming year and the Board Members selected:

Kevin Gay - Governance

Rebekah Davis - Finance

Marsha Oliver - Was not present but Ms. Tutor expressed her desire for Ms. Oliver to serve on the Finance Committee.

Dr. Marvin Wells - Agreed to serve transitionally on both committees and select a committee as the year progresses.

11. Next Steps

Dr. Grass conveyed her excitement regarding the new slate of Officers and how much of an asset Dr. Wells has been as the Board Chair over the last two years. Ms. Tutor thanked Dr. Wells for the best practices which he has implemented and shared her plan to continue those practices.

Dr. Grass reminded the Board that new contracts will be awarded before the next Board meeting and this information will be sent to them via email. Deborah Sibley agreed to follow up with the Board members to determine a meeting date for the August Board meeting.

The Board members conveyed how much of an asset Mr. Weinstein has been to KHA and the City and thanked him for his expertise and knowledge.

Dr. Wells expressed how blessed he was to have served as KHA's Board Chair and he conveyed his appreciation for the provider's commitment, care and concern for our children. Dr. Wells thanked the city and KHA Staff for their incredible work and expressed how much he is looking forward to Dr. Grass carrying on in an excellent fashion.

Dr. Wells adjourned the meeting at 11:00 a.m.

BOARD ACTION ITEM:

CEO OFFER DETAILS

CATEGORY:

GOVERNANCE

MEETING DATE:

JULY 5, 2023

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: TYRA TUTOR, BOARD CHAIR

REQUESTED ACTION:

The Board is asked to approve the following:

1. Finalize the offer details of the Chief Executive Officer (CEO) position by authorizing the Board Chair to work with COJ's Human Resources department to establish compensation with the incoming CEO, Dr. Saralyn Grass, within the established salary range of \$195,000-\$205,000.

NARRATIVE:

Section 77.110(a) of the Kids Hope Alliance Ordinance states the Board shall select and employ a Chief Executive Officer. The Board shall establish the CEO's duties and compensation, which compensation shall be paid from lawfully appropriated funds available to the Board. The Board previously approved the appointment of Dr. Grass as CEO when the position became available upon the resignation of Mr. Weinstein, which has now become July 1, 2023. However, the Board did not discuss the compensation for Dr. Grass in that action item. As has been past practice, this action item would authorize the Board Chair to work with COJ's Human Resources department to finalize compensation with Dr. Grass on the Board's behalf, within the salary range of \$195,000-\$205,000. The City establishes pay grades for each position and the range falls within the determined grade. All other aspects of employee compensation, such as retirement benefits, etc. are established by the City and apply to all City employees. Because the CEO position is a City employee and not contracted, there are no decisions to be made for benefits.

FISCAL IMPACT:

There is a positive fiscal impact. The recommended salary range is below the amount currently budgeted for the CEO position.

OPTIONS:

- Vote to approve action items.
 - Decline to approve action items.
 - Vote to approve action items with amendments. If checked, the following amendment to the item is approved.
-

Board Secretary's Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____ Date: _____