



## December Finance Committee Meeting Agenda

**DATE:** Wed December 1st, 2021  
**TIME:** 9:30am - 11:00am EST  
**LOCATION:** Kids Hope Alliance Board Room  
**GROUPS:** Finance Committee

### 1. **Introductions and Instructions**

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### 2. **Approval of the Minutes**

[10.13.21 Finance Committee Minutes.pdf](#)

### 3. **New Business**

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a. **Contract for 100 Black Men of Jacksonville for Implementation of the STEM Hub Grant**

Tyrica Young

[21-030-C Funding for 100 Black Men for STEM Center.docx](#)

b. **Contract for I'm a Star for implementation of the STEM Hub Grant**

Tyrica Young

[21-031-C Funding for Im a Star for STEM Center.docx](#)

c. **Extension of Goodwill Industries for Implementation of the STEM Hub Grant**

Tyrica Young

[21-032-C Extension of Contract with Goodwill Inc for STEM Center.docx](#)

#### 4. **Board Discussion**

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a. **Review Annual Timeline and Goals**

[Finance Committee Timeline and Goals.pdf](#)

b. **Review Board Approved Policies**

[KHA Policy-Advance Policy.docx](#)

[KHA Policy-Audit Policy.docx](#)

#### 5. **Public Comment**

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#### 6. **Next Steps and Meeting Schedule**

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## **1. Introductions and Instructions**

Tyra Tutor called the meeting to order at 9:33, she introduced herself and Jenny Vipperman. Mrs. Tutor took time to introduce staff to Mrs. Vipperman.

## **2. August Finance Report**

### **April Hart**

April Hart began by stating that they will be looking at how the financials are presented later in the meeting. Mr. Weinstein discussed OneCloud.

April Hart presented the August Financial Report. Mr. Weinstein discussed the recapture funds of 2020/2021.

### **a. Approved Budget Summary**

April Hart presented the approved FY KHA 2021/2022 budget. Mrs. Vipperman asked about how to scale the budget to higher populations given population growth in Jacksonville. Mr. Weinstein answered that KHA was instructed to submit a flat budget for the last two years, and that the original thought was to give KHA a percentage of ad valorem.

## **3. New Business**

### **Dr. Saralyn Grass**

Dr. Saralyn Grass discussed the two action items. Mrs. Vipperman asked about how KHA initiated Educare. Mrs. Tutor commented that she was excited and this is an efficient way to produce quality programming. Brian Snow from Sulzbacher spoke about how this would have a positive effect on their program.

### **a. Funding for Lutheran Services Florida for Educare Implementation**

Tyrica Young

Passed 2-0

### **b. Funding for IM Sulzbacher for Educare Implementation**

Tyrica Young

Passed 2-0

## **4. Board Discussion**

**a. Discussion of Future Financial Statement Presentation**

April Hart started by asking the committee what could be better presented to make the information clearer to the Board, and the reasoning behind each sheet she includes in the Finance Report. April Hart discussed reporting requirements for each grant, that each grant has individual reporting requirements that do not necessarily match other grant's reporting requirements.

**b. Committee Task and Calendar**

Mrs. Tutor asked if the Governance and Programs Committee approved of their upcoming meeting dates, Cory Armstrong responded that the Governance and Programs Committee approved of each for the time being.

Dr. Grass agreed to bring a preliminary list of meeting goals to the Committee for the members to give their perspective on.

**5. Public Comment**

Stanley Scott made a public comment saying that he was pleased with the KHA. He was displeased that KHA has to request funds, and said that KHA should have dollars automatically assigned to them. He also stated his concern about the quality of outcomes with the children of Jacksonville.

**6. Next Steps & Meeting Schedule**

The meeting was adjourned at 10:55.

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**BOARD ACTION ITEM: SUBCONTRACTOR FOR THE STEM HUB GRANT FROM THE DEPARTMENT OF EDUCATION: 100 BLACK MEN OF JACKSONVILLE, INC.**

**ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME**

**BOARD MEETING: DECEMBER 8, 2021**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

**FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve funding for 100 Black Men of Jacksonville, Inc. to implement a STEM HUB grant from the Department of Education for up to the amount of \$200,000.
- 2) Authorize the CEO of KHA to execute a contract with 100 Black Men of Jacksonville, Inc. for the period November 1, 2021 through June 30, 2022 with the option to renew the contract for two additional one-year terms, and to take all other actions necessary to accomplish the actions approved in (1) above, along with any subsequent renewals based on the evaluation of outcomes and funding utilization.

**NARRATIVE:**

Pursuant to Ordinance 2021-0672, City Council approved and authorized KHA to execute and deliver contracts with 100 Black Men of Jacksonville, Inc. and I'm a Star Foundation, Inc. for the City of Jacksonville's Northwest Jacksonville STEM Center for Teens.

The purpose of the program is to provide underrepresented students with opportunities beyond exposure to computer science programs. The program was built to ensure students are equipped with the confidence and computer science skills needed for their future and placement in STEM careers. The program provides a safe environment for students during non-school hours to include after school STEM training programs and tutoring to be held at the "100 Stars" STEM center.

Academic and personal enrichment activities advance student academic achievement, may include the following categories:

- Project-Based Training activities
- Software Development activities
- Robotics and IoT Training
- After School Tutoring and Summer Camps
- Student Employment
- Leadership Training
- Academic Mental Wellness

The project will serve at least 50 youth (ages 16-19).

**FISCAL IMPACT:**

100 Black Men of Jacksonville, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$200,000.

**PROGRAMMATIC IMPACT:**

The funding will be used to supply the dedicated career teen technology hub with hardware, software, and educational supplies to provide support, exposure and necessary talent development in STEM industry sectors.

**GOVERNANCE/PROGRAM IMPACT:**

This request requires KHA Board Approval.

**OPTIONS:**

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

**STAFF RECOMMENDATION:**

Staff recommends approval.

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**BOARD ACTION ITEM: SUBCONTRACTOR FOR THE STEM HUB GRANT FROM THE DEPARTMENT OF EDUCATION: I'M A STAR FOUNDATION, INC.**

**ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME**

**BOARD MEETING: DECEMBER 8, 2021**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

**FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve funding for I'm a STAR Foundation, Inc. to implement a STEM HUB grant from the Department of Education for up to the amount of \$200,000.
- 2) Authorize the CEO of KHA to execute a contract with I'm a STAR Foundation, Inc. for the period November 1, 2021 through June 30, 2022 with the option to renew the contract for two additional one-year terms, and to take all other actions necessary to accomplish the actions approved in (1) above, along with any subsequent renewals based on the evaluation of outcomes and funding utilization.

**NARRATIVE:**

Pursuant to Ordinance 2021-0672, City Council approved and authorized KHA to execute and deliver contracts with 100 Black Men of Jacksonville, Inc. and I'm a Star Foundation, Inc. for the City of Jacksonville's Northwest Jacksonville STEM Center for Teens.

The "100 Stars": STEM Center is a training and job shadowing program designed to prepare students for immediate entry-level employment in the STEM field. With a focus on Science, Math and Leadership Training, students will gain STEM, leadership and career development skills that will equip them to train other students within their community.

Academic and personal enrichment activities advance student academic achievement, may include the following categories:

- Math exploration
- Science exploration
- Career Enhancement Training (Resume writing, interviewing skills)
- After School Tutoring and Summer Camps
- Student Employment
- Leadership Training
- Academic Mental Wellness

The project will serve at least 50 youth ages 11-15.

**FISCAL IMPACT:**

I'm a STAR Foundation, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$200,000.

**PROGRAMMATIC IMPACT:**

The funding will be used to supply the dedicated career teen technology hub with hardware, software, and educational supplies to provide support, exposure and necessary talent development in STEM industry sectors.

**GOVERNANCE/PROGRAM IMPACT:**

This request requires KHA Board Approval.

**OPTIONS:**

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

**STAFF RECOMMENDATION:**

Staff recommends approval.



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**BOARD ACTION ITEM: SUBCONTRACTOR FOR THE STEM HUB GRANT FROM  
THE DEPARTMENT OF EDUCATION: GOODWILL  
INDUSTRIES OF NORTH FLORIDA, INC.**

**ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME**

**BOARD MEETING: DECEMBER 8, 2021**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

**FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve funding for Goodwill Industries of North Florida, Inc. to implement a STEM HUB grant from the Department of Education for up to the amount of \$225,000.
- 2) Authorize the CEO of KHA to amend the existing contract with Goodwill Industries of North Florida, Inc. for the period November 1, 2021 through June 30, 2022.

**NARRATIVE:**

Goodwill Industries applied and were awarded through an RFP in April 2021 to operate the Mayor's Youth at Work Partnership Program (MYAWP), which provides employment opportunities to teens. As part of the work at the NW Jacksonville STEM Center for Teens, teens will be paid for internship work through MYAWP.

The "100 Stars": STEM Center is a training and job shadowing program designed to prepare students for immediate entry-level employment in the STEM field. With a focus on Science, Math and Leadership Training, students will gain STEM, leadership and career development skills that will equip them to train other students within their community.

Goodwill, in partnership with 100 Black Men and I am a STAR, will recruit employers to support MYAWP participants will begin on the first day of the contract being awarded. These partners have existing relationship with employers ready for the youth to begin work.

A dedicated Job Coach will be provided for the youth to support the youth. MYAWP participant engagement will begin with 4 workshops all focused on employment skills and college readiness. Workshops will be either in-person or via Zoom. The first workshop will focus on job preparedness, appropriate dress, cellphone and social media etiquette and communicating with Job Coaches and supervisors. The session will review the importance of timeliness and clocking in and out consistently. Risk management will review safety and emergency protocols. Participants will take their pre-work survey and complete their pay card information. An introduction to financial literacy will teach participants to open and manage their bank account. Following workshops will concentrate on communication, teambuilding, leadership skills, college readiness and further

lessons on financial literacy. Every week MYAWP participants work, they will check-in with their Job Coach twice. This debrief allows participants to maintain a consistent relationship with their coach. One of these sessions will be a group session giving participants the chance to compare experiences with their peers.

The project will serve at least 50 youth.

**FISCAL IMPACT:**

Goodwill Industries of North Florida, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$225,000. This will reflect an increase of the existing contract with Goodwill Industries to provide additional services.

**PROGRAMMATIC IMPACT:**

The Goodwill STEM Hub programming is a training and job placement program designed to prepare students for immediate entry-level employment in the STEM field. With a focus on Science, Math and Leadership Training, students will gain STEM, leadership and career development skills that will equip them to train other students within their community.

**GOVERNANCE/PROGRAM IMPACT:**

1. This request requires KHA Board Approval.

**OPTIONS:**

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

**STAFF RECOMMENDATION:**

Staff recommends approval.

# Finance Committee Timeline

Month	Goal
Dec 2021	Review Annual Timeline and Goals Review Board Approved Policies
Feb 2022	Mid-Year Review w/ Projections Grant Review
Apr 2022	Review of Renewals Preliminary Discussion on Budget Priorities
Jun 2022	Preliminary Budget
Aug 2022	Review Annual Timeline and Goals Financials w/ year end projections
Oct 2022	Approved Budget Review Board approved policies
Dec 2022	Year-end financials Grant review

Finance Committee. The Finance Committee consists of a minimum of three members. The Finance Committee is responsible for ongoing review and recommendations of the financial functions. The Finance Committee shall also review and make recommendations regarding:

- Annual Budget
- Financial Statements
- Grant Requests for Submissions
- Program Proposals (i.e. Request for Proposals, Sole Source)



**BOARD POLICY  
ADVANCE PAYMENT POLICY**

<b>Section:</b>	Finance		
<b>Subject:</b>	Advance Payments and Recouping Advance Payments		
<b>Effective Date:</b>	August 18, 2021	<b>Review Date:</b>	December 8, 2021
<b>Approved:</b>			

**AUTHORITY:**

Ordinance Code, Section 77.109(a)(9) – Kids Hope Alliance Powers:

KHA in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Advance funds up to 25 percent of the contract amount to Providers, Small Providers and Agencies, subject to applicable Board rules and policies, for the purpose of providing the start-up funds necessary to commence services.

**POLICY:**

The CEO, or the CEO’s designee, may approve advances in accordance with Section 77.109(a)(9), Ordinance Code, and this Policy. The amount of an advance shall not exceed 25 percent of the contracted amount for the then current term of the contract.

If a Provider, Small Provider or Agency is requesting an advance, and the contract is funded by the Kids Hope Alliance with funds from a grant or other source of funds outside the City of Jacksonville, the amount of the advance shall only be available to the extent the funds have been received and appropriated by the Jacksonville City Council.

**PROCEDURE:**

1. Upon execution of a contract with the Kids Hope Alliance, the Small Provider, Provider or Agency will submit an Advance Payment Option Form indicating the percentage they are requesting, which can range from 0% to 25%. KHA Finance will forward a payment request to the City of Jacksonville General Accounting Division for processing of the requested advance.

## **RECOUPING THE ADVANCE:**

The advance shall be recouped in accordance with the following:

1. The advance payment shall be recouped starting in the payment period (month or quarter) that is halfway through the current term of the contract or the program. For example, for a 12-month contract that begins August 1 and is payable monthly, recoupment of the advance will begin by reducing the monthly payment for February. If the halfway point is in the middle of a payment period, recoupment of the advance will start in the following payment period. For a 12 month contract with a program that only runs the length of the school year, the repayment of the advance would begin starting month 5.

The advance will be repaid during each payment period remaining under the contract in equal installment amounts determined by dividing the total amount of the advance by the total payment periods remaining in the current term of the contract. If the amount otherwise payable for any payment period is not sufficient to cover the applicable recoupment amount, the balance shall be paid from the next monthly or quarterly payment amount. The intent is to repay the advance in full by the end of the current contract term or end of program and to make no other advances or payments for any renewal term, program or new contract until the advance has been repaid in full.

2. The CEO may extend the advance payback period as needed based on extenuating circumstances, such as natural disasters or extreme financial hardship, provided that the CEO, or the CEO's designee, and the Small Provider, Provider or Agency have worked out a repayment plan that is acceptable to KHA in the CEO's reasonable discretion.
3. A Small Provider, Provider or Agency will not receive an advance or payments for any renewal term, or any new contract for essentially the same services, until the advance for a prior term or contract is fully recouped.
4. A Small Provider, Provider or Agency at any time may elect to pay back the advance sooner than required under this Policy.



**BOARD POLICY  
AUDITED FINANCIAL STATEMENT  
REQUIREMENTS**

<b>Section:</b>	Finance	
<b>Subject:</b>	Audited Financial Statement Requirements	
<b>Effective Date:</b>	May 19, 2021	<b>Review Date:</b> December 8, 2021
<b>Approved:</b>		

**AUTHORITY**

Ordinance 77.109 (a) (18) – Kids Hope Alliance Powers  
 Kids Hope Alliance in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Make and adopt bylaws, rules, regulations and policies for the Board’s guidance, operation, and governance; however, the Board’s bylaws, rules, regulations and policies shall not be inconsistent with this Chapter, Federal or State laws or other applicable City ordinances.

**PURPOSE:**

The Procurement Code under Chapter 126 does not require providers and agencies awarded contracts to submit audited financial statements. As such, the purpose of this policy is to create requirements for Providers and Small Providers funded by the Kids Hope Alliance to submit financial statements to determine their ongoing financial standing.

**POLICY**

I. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance less than \$200,000 shall furnish the Kids Hope Alliance annual unaudited financial statements certified as to its accuracy by the Board Chair. The statements must be submitted within 90 days of the close of the Provider’s or Small Provider’s fiscal year.

II. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance from \$200,000 to \$750,000, shall furnish the Kids Hope Alliance a

copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

III. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance more than \$750,000, shall furnish the Kids Hope Alliance a copy of an audit report conducted in accordance with both GAAS and Government Auditing Standards (GAS), issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs. This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

KHA shall have the authority to waive the audit requirements related to Government Auditing Standards under any of the following conditions:

- If KHA recognizes that the cost of implementing such an audit requirement adds substantially to the total cost of the audit; or
- If KHA is the only entity that is requiring that the audit be conducted in accordance with Government Auditing Standards; or
- The recipient provides other requested information that in the opinion of KHA satisfies the Government Auditing Standards requirements; or
- If the recipient will no longer receive funding from KHA in a future year due to dissolution of its operation

PROCEDURE:

1. Submission of financial statements shall be a deliverable included in the contract requirements for Providers and Small Providers.
2. The Kids Hope Alliance (Finance Department) shall maintain a worksheet to track the due date for financial statements or audit reports to be submitted by Providers and Small Providers,
3. When the financial statements or audit report is received, the Kids Hope Alliance Finance Director or designee shall review the financial statements or audit and the management letter from the audit for financial viability and any evidence of internal control weakness.
4. If the financial statements or audit report has not been received by the required date, no payments will be made under any Kids Hope Alliance contracts until the audit report has been submitted.
5. If the financial statements, audit or management letter from the audit reveals evidence of financial instability or internal control weakness, the Kids Hope Alliance Finance Committee will review and recommend appropriate action to the Board.