



**GOVERNANCE COMMITTEE  
MEETING  
AGENDA**

**Monday, February 4, 2019  
1:00 PM - 2:30 PM**

		<u>TAB</u>
1. CALL TO ORDER	Dr. Barbara Darby	
2. APPROVAL OF THE MINUTES	Dr. Barbara Darby	1
3. REPORT OF THE CHAIR & WORKPLAN	Dr. Barbara Darby	2
4. NEW BUSINESS:		
• <b>Action Items:</b> <i>(Open for public comments prior to voting each item)</i>		
○ Youth Travel Trust Fund	Adam Miller	3
○ STOP Act Grant	Dae Lynn Helm	4
○ Invest In Children Grant	Dae Lynn Helm	5
○ Youth Engagement in Sports Grant	Dae Lynn Helm	6
5. DISCUSSION:		
○ JCC Board Policies	Adam Miller	7
○ Kids Hope Alliance Board Self-Evaluation	Adam Miller	8
6. PUBLIC COMMENTS		
7. NEXT STEPS & MEETING SCHEDULE	Dr. Barbara Darby	
8. ADJOURN		



**GOVERNANCE COMMITTEE MEETING SUMMARY**  
**January 7, 2019**  
**1:00 PM – 2:30 PM**

**Voting Board Attendees:**

Dr. Barbara Darby, Committee Chair  
Rebekah Davis  
Kevin Gay

**Staff:**

Adam Miller, Brian Thomas, Cynthia Nixon, Dae Lynn Helm, Delores Williams, Jennifer Blalock, Joe Peppers, Joyce Watson, Lenora Wilson, Mary Nash, Mary Tobin and Ruth Waters

**COJ Staff:**

Lawsikia Hodges, Diane Moser, CM Joyce Morgan-Danford, Chester Aikens II

**Guest:** Stanley Scott

**Call to Order**

The Governance Committee meeting was called to order at 1:01 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today and introduced CM Joyce Morgan- Danford and her ECA, Chester Aikens II. Dr. Darby asked everyone in attendance to introduce themselves. Dr. Darby informed everyone that in case of an emergency of the evacuation routes and exists and that Adam Miller is one of the people to contact during an emergency. Dr. Darby asked for a motion to approve the Governance Summary. Ms. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor 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 passed. Dr. Darby briefly touched on Governance work plan and time line. The items in red are being worked on and the items in green have been completed.

**Youth Travel Trust Fund**

The Governance Committee has been working with staff to create the procedures for the Youth Travel Trust Fund and has revised the application and review process. Dr. Darby has invited Council member, Joyce Morgan-Danford to give feedback from the City Council’s publicly called meeting on the Youth Travel trust. CM Danford stated that during their meeting they had discussed ways to make the process easy for applicants to apply and receive the funds in a timely manner. Some suggestions from the meeting were:

- Possibly giving 50 percent advance for travel
- The need for receipts upfront if there was a decision to do 50 percent advance



- Streamlining the process by preapproving applicants based on the guidelines and criteria
- Giving provisional approval for funds
- Improve advertisement
- Strengthening the organizations fund raising
- Ways to improve the amount of time it takes to distribute the funds once approve

Dr. Darby thanked CM Danford for her interest in helping with the youth Travel trust Funds and for coming today. The Governance committee has also being trying to develop a plan that would resolve some of the same concerns in the community.

There was discussion on advertisement and how we are letting the public know about the funds available. Mr. Miller stated that he is working to update the page on the Kids Hope Alliance website and working on sending out public notices via constant contact.

There was discussion about allowing the funds to accrue instead of letting them lapse.

Ms. Hodges talked about the Ordinance language and the eligibility requirements.

Mr. Peppers would like to meet with CM Danford prior to the board being presented with a final draft of the Youth Travel Trust to make sure that all City Council concerns have been addressed.

Dr. Darby opened the floor for any public comments. Mr. Stanley Scott stated that he would like to get a copy of KHA funded programs and money flow from the bottom up. Dr. Darby stated that Ms. Scott can put in a public service request for that information.

### **CEO Performance Evaluation**

The Governance Committee has been working with the City's Employee Services Division to complete this request. At this time Diane Moser went through two drafts that were presented to the Governance Committee. Ms. Moser talked about the Core Competencies, Job Competencies, and Performance Objectives. Committee members like a place to add comments and would like to have a place for goals to be included on the evaluation.

Mr. Peppers stated he agreed with the evaluation and it will tell him how effective he is as a leader, what his strengths or weaknesses are.

After the Committee decided which evaluation to used, it was discussion on the review period. Should it be calendar year or fiscal year? There was discussion on how to evaluation which budget to evaluate him on since this fiscal year just started in October 1, 2018 and what are the committee targets for part three in the evaluations tool that was selected.

Dr. Darby asked for a motion to approve the use of the CEO evaluation presented by Diane Moser. Ms. Davis made the motion to accept and Mr. Gay seconded it. Dr. Darby opened the floor for further discussion and public comments.

Mr. Scott made comments that he thinks it's too early to evaluate the CEO.

Dr. Darby asked all in favor to signify by the sign of "aye". All were in favor and the motion passes.

### **Kids Hope Alliance Bylaws**

Dr. Darby stated that the Committee has a draft before them. Ms. Davis made a motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments.



The Committee requested the following edits to the Bylaws:

Section 5.2 (d) should read “or” not “of”

5.1 confirmed by “City” Council

5.2 clarify non-voting

5.6 add “City” Council

8.1. change to the “Board” has sole authority

8.3 add “to” ensure

8.5 add “Kids Hope” Alliance

Public comments were made by Mr. Scott

Dr. Darby thanked Mr. Scott for his comments and willingness to help.

Dr. Darby asked all in favor to signify by the sign of “aye”. The motion to present the draft Bylaws to the board was passed.

#### **Action Item**

Dae Lynn Helm introduced the Teen Pregnancy Prevention Grant. Ms. Helms stated The Committee is asked to give Kids Hope Alliance the authority to apply for the Teen Pregnancy Grant once it’s released. This grants fits into one of our Essential Services categories and will not require any match dollars. Phase one will promote healthy adolescence and the reduction of teenage pregnancy and associated risk behaviors. Mr. Peppers talked about the teen pregnancy rate and that this will be a good program to have.

Dr. Darby asked for a motion to approve the application process once the grant is released. Ms. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for further discussion and comments.

Dr. Darby asked about program metrics for the grant and the return on investment. Dr. Darby would like to have more information added to Framework for Grants spreadsheet. Dr. Darby would also like the number of teens that will be impacted by the program and what type of legislation will be required. These items need to be added before this is presented to the full Board. Mr. Gay agreed with Dr. Darby’s requested explained why this information will be important to the full Board. Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion passes.

#### **Public Comment**

Mr. Scott stated that he came to help and he is an advocate for children. He wants to see outcomes. Dr. Darby thanked Mr. Scott for coming.

#### **Adjourn**

The meeting was adjourned at 2:30 p.m.

## Governance Committee Work Plan:

- Youth Travel Trust:

  - **Due: February Committee Meeting**

    - Review Policies & Procedures
    - Review Ordinance & Eligibility
    - Marketing & Communications Strategy
    - Create Recommendations for Changes

- Memorandum of Understanding: Parents Who Lead:

  - **Completed**

    - Review Ordinance on Entering into MOUs
    - Essential Services Category
    - Metrics & Evaluation
    - Draft Policy & Strategy for MOUs

- CEO Performance Evaluation Framework & Process:

  - **Completed**

    - Review JCC Evaluation Process
    - Dr. Darby to consult with COJ Employee Services
    - Review City's Evaluation Process
    - Recommend Kids Hope Alliance Framework & Process

- Board By-Laws:

  - **Completed**

    - Update with recommendations from Committee
    - Review with Office of General Counsel

- Board Ethics Workshop:

  - **Due: Prior to the February Board Meeting**

    - Research City & State Policies
    - Create Annual Review Process with City Ethics & OGC

- **Grants Framework & Policy:**
  - **Completed**
    - Obtain Board Member Input on Board's Grant Policy
    - Draft Framework for Grants Strategy
- **Legislative Review of Kids Hope Alliance Ordinance:**

**Due: March Committee Meeting**

  - Review Kids Hope Alliance Ordinance, Ch. 77
  - Create recommendation of legislative changes, including Youth Travel Trust Fund
- **Interactions with City Agencies & Community Organizations:**
  - **Completed**
    - Research Ordinance Requirements
    - Create Board Policy & Procedure for Interacting & Partnering with City Departments and Organizations
- **Review of old Jacksonville Children's Commission Board Policies:**

**Due: February Committee Meeting**

  - Review Jacksonville Children's Commission Board Policies
  - Recommendation of New Kids Hope Alliance Board Policies & Procedures
- **Outline: Chief Executive Officer Authority:**

**Due: March Committee Meeting**

  - Review Chief Executive Officer's Authority in Ordinance
  - Create Outline of Board Authority and CEO Authority
- **Board Self-Evaluation:**

**Due: February Committee Meeting**

  - Create Template & Process for Board Self-Evaluation
  - Assist Board Members in Conducting Evaluations
  - Board Teambuilding Exercise & Personal Reflection

**Kids Hope Alliance Governance Committee Work Plan Progress:**

<b><u>Action Item:</u></b>	<b><u>Review &amp; Approval of OGC(when applicable):</u></b>	<b><u>Kids Hope Alliance Administration:</u></b>	<b><u>Governance Committee:</u></b>	<b><u>Kids Hope Alliance Board of Directors:</u></b>
Youth Travel Trust Fund	October 1, 2018	October 1, 2018	October 1, 2018	January 2019
MOU Review Framework	October 1, 2018	October 1, 2018	October 1, 2018	November 28, 2018
Program Evaluation Framework:				
CEO Performance Review Process	December 2018	December 2018	December 3, 2018	January 16, 2019
Kids Hope Alliance By-Laws	December 2018	December 2018	January 7, 2019	January 16, 2019
Board Ethics Review	November 5, 2018	November 5, 2018	November 5, 2018	January 2019
Grants Framework	November 5, 2018	November 5, 2018	November 5, 2018	November 28, 2018
Intra-Agency Liaisons	October 2018	October 2018	November 5, 2018	November 28, 2018
Review of JCC Policies	February	February		
KHA Ordinance Review				

<b>Outline of CEO Authority</b>				
<b>Board Self- Evaluation</b>				



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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE: FEBRUARY 4, 2019**

**BOARD MEETING DATE: FEBRUARY 20, 2019**

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

**FROM: JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER**

**RE: YOUTH TRAVEL TRUST FUND RECOMMENDATIONS**

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**REQUESTED ACTION:**

The Board is asked to authorize the Kids Hope Alliance staff to:

- 1) Implement the revised Youth Travel Trust Fund application and review process
- 2) Introduce legislation to make changes to Sec.111.850 Part B (e) of the Youth Travel Trust Ordinance.

**NARRATIVE:**

The Youth Travel Trust Fund is a trust fund under the purview of the Kids Hope Alliance Board of Directors, for the purpose of authorizing allocations to allow Duval County youth groups to travel to competitions and events around the United States. Sec. 111.850 Part B of the City's Ordinance Code outlines the requirements and restrictions on the funding.

Along with the requirements and parameters outlined in the ordinance code, the Kids Hope Alliance is required to create a process for awarding the available funds. Attached to this action item is a recommended new process and application for organizations to apply for the available funding.

With the intention of making this funding available to as many youth groups as possible, the Kids Hope Alliance staff has made the recommendation to file legislation in order to make changes to the current ordinance code. An outline of the proposed changes is attached to this action items.

**FISCAL IMPACT:**

The current balance of the Youth Travel Trust fund is approximately \$50,000 for FY19,available October1, 2018. If approved, this action will allow staff to start processing applications and awarding funding upon final Board approval.

**PROGRAMMATIC IMPACT:**

N/A

**GOVERNANCE/PROGRAM IMPACT:**

This action will create a standard process for organization to apply for available funding in the Youth Travel Trust Fund.

**OPTIONS:**

1. Vote to approve.
2. Decline to approve.

**STAFF RECOMMENDATION: Staff recommends approval.**

Sec. 111.850. - Kids Hope Alliance Trust Funds.

*Part A. Kids Hope Alliance Trust Fund*

There is created within the General Trust and Agency Fund a trust fund account to be known as the *Kids Hope Alliance Trust Fund*, hereinafter called the *Fund*. The Chief Executive Officer ("CEO") of the Kids Hope Alliance ("Board") shall deposit into the fund all donations and contributions of money, including gifts and grants, received for use toward achieving the purposes, functions and goals set forth in the Essential Services Plan for Kids and Chapter 77, Ordinance Code. All such donations and contributions shall be accounted for separately within the fund by the CEO. All sums placed into the fund, which shall include all interest earned or accrued thereon, shall be appropriated by the Council prior to expenditure, and shall be utilized for operating, maintaining and improving the Essential Services Plan for Kids provided in Chapter 77, Ordinance Code, and to provide funding for the Board's mini-grant program. The mini-grants of up to \$5,000 may be awarded to organizations that provide programs for children and youth in the Jacksonville community and that are within the services, programs and activities identified in the Essential Services Categories under Chapter 77, Ordinance Code. The mini-grant funds shall not lapse at the close of any fiscal year, but instead shall carry over to the next fiscal year. Funds provided through the Fund shall not be used for ongoing program costs or fundraising efforts. The CEO shall make grant and other expenditure recommendations to the Board. The Board shall approve all expenditure amounts and the CEO shall award the amounts as directed by the Board. The CEO or its designee shall review the expenditures to ensure that the funds were expended for those items as approved by the Board. The Director of Finance and Administration, or his designee, is authorized and directed to make disbursements from the Fund after appropriation by the Council and upon written requisition of the CEO, or his designee, subject to the availability of funds in the Fund. Nothing in this Section shall prohibit or otherwise limit any appropriations which may be made by the Council to the Board for use toward achieving the purposes, functions and goals set forth in the Essential Services Plan for Kids and Chapter 77, Ordinance Code.

*Part B. Youth Travel Trust Fund*

There is created within the General Trust and Agency Fund a trust fund account to be known as the Youth Travel Trust Fund. The Board of Directors of the Kids Hope Alliance is hereby designated as the agent of the City for the purposes of determining and authorizing the allocation of a travel grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients. The Board shall also deposit into the fund all donations and contributions of money, including gifts and grants, received for use toward youth travel. All such donations and contributions shall be accounted for separately within the fund. Unencumbered funds in the Youth Travel Trust Fund shall not lapse at the close of any fiscal year, but instead shall carry over to the next fiscal year in this fund at year end. The annual appropriation to this fund may not exceed \$50,000. The \$50,000 appropriation may be comprised of contributions to the fund and appropriations of this fund's fund balance to the extent available. No organization may make a request for youth travel support except through an allocation from the Youth Travel Trust Fund and all requests from Council for youth travel appropriations shall be directed to the Board in compliance with the directives set forth in this Part B.

- (a) The process for the annual youth travel appropriation will begin with the Board's preparation of an annual appropriation request. This request will reflect a lump sum appropriation to be indicated in the annual City budget as Youth Travel ~~Grant Program Trust Fund~~. The Board's Youth Travel ~~Grant Program Trust Fund~~ request shall be submitted to the Mayor for review by the Mayor's Budget Review Committee ("MBRC") which will recommend a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. In presenting its youth travel appropriation request, the Board shall include relevant information regarding youth travel grants and shall be responsible for documenting the validity of the request to the MBRC, the City Council Finance Committee and full City Council throughout the budgeting process.
- (b) Funding will be allocated by contract between the recipient organization and the Board, which shall be signed by the Mayor or his or her designee, or the Chief Executive Officer of the Kids Hope Alliance, on behalf of the Board. Organizations will be notified in writing of the results of

their request and will be provided with any support information or justification for the decision which might be helpful.

- (c) The Board shall develop and be responsible for the administration of the Youth Travel ~~Grant Program Trust Fund~~. Procedures shall be established and amended as necessary to meet the mission of the program and current needs of the community. The Board may classify organizations in reasonable classifications for the purpose of this program and may adopt such other administrative and operating procedures as are not inconsistent with this Part B of Section 111.850, Ordinance Code. The procedure prescribed herein, as further developed by the Board, shall be the only procedure available to organizations for requesting youth travel public support.
- (d) The following components shall be included in any administrative and operating procedures developed and implemented by the Board:
  - (1) The Board shall promulgate a written procedure for the submission of appropriation requests by organizations, which procedure shall be made known to each requesting organization at the time the appropriation request form is supplied to the requesting organization.
  - (2) The Board shall consider appropriation requests returned by the requesting organizations. The Board shall afford the requesting organizations an opportunity to make an oral or written presentation to further justify or explain their respective appropriation requests.
  - (3) The Board shall accept and consider appropriation requests for youth travel grants in amounts of up to \$25,000.
- (e) In order to be eligible for funding, an organization must meet the following criteria:

(1) Either

(i) The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code. A copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto shall be provided when the organization submits its first appropriation request and thereafter when any change is made. ~~In the alternative, an organization must be an outside school-related organization regulated by the Duval County School Board and complying with all requirements of the Duval County School Board with respect to such organizations, including compliance with requirements pertaining to financial accounting and auditing. An outside school-related organization shall provide, with any request for a youth travel grant, copies of annual audits provided to the Duval County School Board for the preceding year, or-~~

**Comment [C1]:** Discuss and confirm that this reflects the intent of the Governance Committee and that they do not want to open more broadly as with the Stop the Violence grants

~~(2)~~ (ii) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617, Pt. 1. A copy of the corporate charter and all amendments thereto shall be provided when the corporation submits its first appropriation request and thereafter when any change is made.

**Comment [C2]:** Confirmed with Karen Chastain, General Counsel for Duval County School Board, that DCSB does not regulate or have any control over parent organizations like booster clubs other than the participation of DCSB employees and the organization's activities on school property

~~(3)~~ (2) The organization must operate in Duval County.

~~(4)~~ (3) The organization must have been in existence for at least one year.

~~(f)~~ (4) The membership of the organization shall be open to as large a portion of the public as possible, subject to nondiscriminatory conditions and qualifications for membership.

~~(g)~~ (5) If the organization is a previous recipient of Youth Travel Grant, the organization must have submitted all required reports for previous grants.

~~(h)~~ All applications to the Youth Travel ~~Grant Program Trust Fund~~ will be evaluated based on criteria established by the Board which criteria will include, but not be limited to:

- (1) That at least ~~75-50~~ percent of the organization's revenue for the planned youth travel is derived from sources other than this program, which revenue must have been raised prior to application for funding from the Youth Travel ~~Trust Fund~~.

**Comment [C3]:** Discuss whether Governance Committee wants to continue to include this requirement

(2) That the Youth Travel Trust Fund may provide no more than 25-50 percent of the allowable travel funds ~~or up to a maximum of \$25,000, whichever is less; provided, however, that the Board shall not set lower limits of maximum funding available from the Youth Travel Fund;~~ and

(3) That the travel must be in connection with an invitation recognizing and resulting from the outstanding performance or achievement of the traveling organization or the travel must be educational and/or developmental and give children and youth unique experiences; and

(4) Receiving a commitment from the organization to provide a service to the community upon their return.

(5) Funds received from the Youth Travel Trust Fund may not be used for ongoing program costs of other Kids Hope Alliance programs or the organization's fundraising efforts.

**Comment [C4]:** Confirm this reflects the intent of the Governance Committee

**Comment [C5]:** Confirm whether the Governance Committee would like to include this language – a concept which was raised at the last GC meeting; language is similar to that appearing in Part A, Kids Hope Alliance Trust Fund.

(i) Restrictions on use of youth travel grants:

(1) No grants shall be made to individuals, or local, state or federal agencies.

(2) Youth travel grant funds may not be used for:

- (i) Capital purchases;
- (ii) Endowments or escrow accounts;
- (iii) Contributions or donations to other organizations;
- (iv) Penalty fees for violations of federal, state or local laws;
- (v) Interest payments or professional fees;
- (vi) Reimbursement to individuals for other than travel expenses; or
- (vi) Uniforms, supplies, equipment and other similar items.

(j) The Board may advance funds up to 50 percent of the grant amount to grant recipients, subject to applicable Board rules and policies, for the purpose of funding expenses necessary to be paid in advance of the travel, including expenses necessary to secure travel arrangements.

(j) Youth travel funds other than advances made in accordance with subsection (j), will be paid by Kids Hope Alliance as reimbursement for travel expenses upon submission of proper documentation, receipts Requests for and disbursements must be properly documented and supported by receipts, invoices, canceled checks and/or other information as required by the Board. Financial reports with all supporting documentation from the recipient shall be due to the Board within 90 days of completion of the travel.

(k) The Board shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Youth Travel Grant Program Trust funds. This shall be part of the KHA's Quarterly Budget Summary Report.

(l) Funds derived from sources other than from this program shall first be used to finance the travel and reduce the Youth Travel Fund grant. Any unused travel funds, up to the amount provided by the Board, shall be returned to the Board along with the final report. All application forms, procedures, reporting requirements, and contract agreements for recipient organizations will be developed by the Board and will be between the Board and the individual recipient organizations.

### *Part C. Summer Camp Trust Fund*

There is created within the General Trust and Agency Fund a trust fund account to be known as the *Summer Camp Trust Fund* , hereinafter called "the Fund." The Board of Directors of the Kids Hope

Alliance, hereinafter called the Board, is hereby designated as the agent of the city for the purposes of determining and authorizing the allocation of summer campships. The Board, by and through its Executive Director, shall also deposit into the fund all donations, and contributions of money, including gifts and grants received for use toward summer campships. All such donations and contributions shall be accounted for separately within the fund, by the Executive Director. All sums placed into the fund, which shall include all interest earned or accrued thereon, shall be appropriated by the Council prior to expenditure, and shall be utilized for establishing summer campships. Funds provided through the fund shall not be used for ongoing program costs of fundraising efforts. The Executive Director shall make expenditure recommendations, for summer campships, to the Board. The Board shall approve all expenditure amounts, for summer campships, and the Executive Director shall award the amounts, for summer campships, as directed. The Executive Director or designee shall review the expenditures to ensure that the funds were expended for the summer campships, as approved by the Board. The Director of Finance and Administration, or designee, is authorized and directed to make disbursements from the fund, after appropriation by the Council, and upon written requisition of the Executive Director, or designee, subject to the availability of funds in the fund. Funds, in the fund, that are unencumbered, at the end of any fiscal year shall lapse at the end of that fiscal year.

(Ord. 87-1264-702, § 1; Ord. 90-545-252, § 1; Ord. 91-806-602, § 1; Ord. 2000-446-E, § 1; Ord. 2000-580-E, § 1; Ord. 2001-1010-E, § 2; Ord. 2006-422-E, § 46; Ord. 2007-342-E, § 1; Ord. 2007-813-E, § 10.8; Ord. 2011-732-E, § 37; Ord. [2016-140-E](#), § 16; Ord. [2017-563-E](#), §§ 3, 11)

**Editor's note**— Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

**Note**— Former 110.344.

**KIDS HOPE ALLIANCE  
GUIDELINES FOR APPLICATION TO THE  
YOUTH TRAVEL TRUST FUND**

**NARRATIVE:**

Chapter 111.850 of the City of Jacksonville’s Ordinance Code, as amended, grants the Kids Hope Alliance authority, upon appropriation by the City Council, for determining and authorizing funds from the Youth Travel Trust fund for certain types of youth travel that may be deemed a valid public purpose. It is the intent of the City Council that the Youth Travel Grant Program is established to allow students and youth groups in Duval County to travel to competitions and events around the country. This gives our youth a perspective and experience they might not have the ability to participate with these funds. No organization may make a request for youth travel except through an allocation from the Youth Travel Trust Fund.

These guidelines are established by Jacksonville City Council ordinance to assist the Kids Hope Alliance in determining the appropriate use of monies contained within the Youth Travel Trust Fund.

**A. Minimum Qualifications to Apply:**

**Organizations must:**

1. be a tax exempt organization under 501(c) (3) of the Internal Revenue Code, OR the organization must be a school-related organization regulated by the Duval County School Board, including and in compliance with all DCPS requirements including requirements pertaining to financial accounting and auditing
2. be a not-for-profit corporation chartered by the Secretary of State under FS Chapter 617, Part 1
3. operate in Duval County
4. have been in existence for at least one (1) year
5. have a membership policy open to as large a percentage of the public as possible, subject to non-discriminatory conditions and qualifications for membership
6. have submitted all required reports from previous grants, if the organization has received funding in the past

Individuals, local, state and federal agencies are ineligible for funding.

## B. Application Process

1. Organizations will apply electronically after the city wide implementation of the OneView Portal **or** through a paper application at the Kids Hope Alliance office.
2. Organizations that meet the minimum qualifications as stated in A. **Minimum Qualifications to Apply** will be evaluated in accordance with C. **Evaluation Criteria** by a review team made up of Kids Hope Alliance staff.
3. Kids Hope Alliance staff will make a recommendation to award or not award to the KHA Committees and will notify the applying organization of the recommendation.
4. Final awards will be made at a public meeting of the full KHA Board of Directors. Organizations will be given an opportunity to make an oral or written presentation to further justify or explain their respective appropriation request.
5. Organization may only be awarded funding from the Youth Travel Trust Fund one time by City Fiscal Year (October 1<sup>st</sup> – September 30<sup>th</sup>).
6. Organizations must submit their application for Youth Travel Trust Funding prior to the travel outlined in their application.

## C. Evaluation Criteria

1. At least **fifty percent (50%)** of the organization's revenue for the youth travel must be derived from other sources and raised prior to submitting the application
2. No more than **fifty (50%)** of the allowable travel funds, or up to \$25,000, whichever is less, is being requested.
3. **Travel is in connection with an invitation recognizing and resulting from the outstanding performance or achievement of the traveling organization or be an educational and/or unique developmental opportunity for children and youth to experience.**
4. A commitment to provide a service to the community upon return the travel has been made

## D. Payment and Terms

1. Organizations approved for an award will have funds allocated by contract between the Kids Hope Alliance and the organization.
2. Once fully executed, the Kids Hope Alliance **may** issue an advance payment equal to the **50%** of the amount of the funding request, but no more than 45 days prior to the travel.
3. Funds derived from sources other than from this program shall first be used to finance the travel and reduce the Youth Travel Fund grant. Any unused travel funds, up to the amount provided by the Kids Hope Alliance, shall be returned to the Kids Hope Alliance along with the final report.
4. Youth travel grant funds may not be used for:
  - i. Capital purchases;
  - ii. Endowments or escrow accounts;
  - iii. Contributions or donations to other organizations;
  - iv. Penalty fees for violations of federal, state or local laws;

- v. Interest payments or professional fees;
- vi. Reimbursement to individuals for other than travel expenses; or
- vii. Uniforms, supplies, equipment and other similar items.



5. Expenditures and disbursements must be properly documented and supported by receipts, invoices, canceled checks and/or other information as required by the Kids Hope Alliance. Financial reports with all supporting documentation from the recipient shall be due to the Kids Hope Alliance within 90 days of completion of the travel.
6. Documentation of community service shall be provided no later than ninety (90) days of completion of the travel.

**E. Reporting**

The Kids Hope Alliance shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Youth Travel Grant Program funds. This shall be part of the KHA's Quarterly Budget Summary Report.

**KIDS HOPE ALLIANCE  
YOUTH TRAVEL TRUST FUND ELIGIBILITY  
SCREENING**

Please answer Yes or No to the following eligibility criteria and attach the documentation requested. If an applicant cannot respond 'yes' and supply appropriate supporting documentation for each of the criteria, the organization will not be eligible for funding.

Name of Organization Making Request: \_\_\_\_\_

Address of Organization: \_\_\_\_\_  
\_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Name of Director/Administrator: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**1.** Is the organization an outside school-related organization which exists and operates to provide support for school activities? (Attach a copy of the annual audit provided to the Duval County School Board for the preceding year) **YES NO**

**IF NOT, PLEASE ANSWER QUESTION 2**

**2.** Is the organization tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code? (Attach a copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto) **YES NO**

**3.** Is the organization a not-for-profit corporation chartered by the Secretary of State under Part 1, Chapter 617, Florida Statutes? (Attach a copy of the corporate charter and all amendments thereto) **YES NO**

**4.** Does the organization operate in Duval County? **YES NO**

**5.** Is the travel in connection with an invitation recognizing and resulting from the outstanding performance or achievement of the traveling organization or educational and/or give children and youth unique experiences?    **YES**            **NO**

**6.** Has the organization existed for at least one year?    **YES**            **NO**

**7.** Does the organization have an open membership policy? (Attach a copy of the organization's membership eligibility)    **YES**            **NO**

**8.** Can the organization document that **fifty** percent of the organization's revenue for the planned travel is derived from sources other than the Travel Trust Fund? (Attach documentation to support the specific amounts committed and obtained which will equal **50%** of the total travel cost)                            **YES**            **NO**

**9.** Has the organization been a past recipient of a Youth Travel Trust Fund grant?    **YES**            **NO**

**10.** If YES, has the organization submitted all required documentation from previous Youth Travel Trust funded trips?    **YES**            **NO**

Signature \_\_\_\_\_

Print (name) \_\_\_\_\_

Date \_\_\_\_\_

**KIDS HOPE ALLIANCE APPLICATION TO  
THE YOUTH TRAVEL TRUST FUND**

Carefully read the Guidelines for Application to the Youth Travel Trust Fund before completing this form. All inquiries should be directed to Ruth Waters @ (904) 255-4407 or [ruthw@coj.net](mailto:ruthw@coj.net).

**NOTE: THE MAXIMUM ALLOCATION PER REQUEST IS LIMITED TO \$25,000 OR 50% OF THE TOTAL TRAVEL COST (WHICHEVER IS LESS) EXCLUDING THE RESTRICTIONS MENTIONED IN SECTION "E" OF THE GUIDELINES. AT LEAST 50% OF THE ORGANIZATION'S REVENUE FOR THE PLANNED YOUTH TRAVEL MUST HAVE BEEN RAISED OR COMMITTED PRIOR TO MAKING THIS APPLICATION.**

<sup>e</sup>  
Name of Organization: \_\_\_\_\_

**I. Amount Requested and Destination**

We request funding in the amount of \$\_\_\_\_\_ to be used for travel to:

**II. Purpose of Travel:**

\_\_\_\_\_

**III. Dates of travel:**

Departure: \_\_\_\_\_ Return: \_\_\_\_\_

**IV. Number of youth making the trip: \_\_\_\_\_  
(There should be no more than a 10:1 youth to chaperone ratio)**

**V. Mode of Transportation: \_\_\_\_\_**

**VI. Budgetary Information**

This section should detail the total revenues and expenditures for the travel project for which you are requesting funds from the Kids Hope Alliance.

**A. Revenues**

Please list known and anticipated sources of funding for the proposed project from all sources.

<u>Source of Funds</u>	<u>Obtained or Committed</u>	<u>Percent</u>
Kids Hope Alliance	_____	_____
Other City Funds	_____	_____
Federal & State Funds	_____	_____
Other (Identify)	_____	_____
_____	_____	_____
<b>TOTAL</b>	_____	<u>100%</u>

**B. Expenditures**

Please list planned expenditures for the proposed project across the line items below.

Line Items:

Travel	_____
Meals	_____
Lodging	_____
Other (Identify)	_____
_____	_____
<b>TOTAL</b>	_____

*Note: The revenues total and expenditures total should be the same.*

**C. Funds Requested from the Kids Hope Alliance:**

Based on the budgetary information provided above, please identify the total amount of funding requested from the Kids Hope Alliance and describe in detail how Kids Hope Alliance funding will be used. Please list the cost of each item if funding will be used for more than one component of the project. Also, please describe the desired results of the proposed project and explain the benefits which will be gained by participants.

Total Funding Request: \_\_\_\_\_

Specific Uses of Funds: \_\_\_\_\_

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Please describe the manner in which your organization was invited to this event and will be representing the City of Jacksonville. If there was not invitation to this event, please describe the educational and/or unique developmental benefits of this travel.

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Please describe the outcomes of this travel:

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Recipients of Youth Travel Trust Funds are required to perform a community service project. What community service project will you perform upon your return and when will it be completed?

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**KIDS HOPE ALLIANCE  
YOUTH TRAVEL TRUST FUND  
FINAL ACCOUNTING REPORT**

Agency/Organization Name: \_\_\_\_\_

Program name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Total KHA Award: \_\_\_\_\_

Total KHA Award Used: \_\_\_\_\_

(Copies of invoices, bills, or canceled checks as appropriate, should be forwarded as part of this report.)

Total Number of Invoices Attached: \_\_\_\_\_

Number of Children Served: \_\_\_\_\_

Statement of benefit resulting from Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit report to: Ruth Waters  
Kids Hope Alliance  
1095 A. Philip Randolph Blvd.  
Jacksonville, FL 32206  
Phone: (904) 255-4407

I certify that the above information is correct to the best of my knowledge. I also certify the funds were not used for salaries and were used in accordance with the Travel Trust Fund conditions and stipulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE: FEBRUARY 4, 2019**

**BOARD MEETING DATE: FEBRUARY 20, 2019**

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**TO: KIDS HOPE ALLIANCE GOVERNANCE/ BOARD OF DIRECTORS**  
**FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS**  
**RE: GRANT APPLICATION: SOBER TRUTH ON PREVENTING UNDERAGE DRINKING ACT GRANTS (STOP)**

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**REQUESTED ACTION:**

The Governance Committee is asked to consider the following:

- 1) Apply for a grant from the Department of Health and Human Services: Sober Truth on Preventing Underage Drinking Act Grants (STOP), and
- 2) Authorize introducing legislation to appropriate the grant funds upon notice of award.

**NARRATIVE:**

The Kids Hope Alliance proposes to apply for a grant from the Department of Health and Human Services: Sober Truth on Preventing Underage Drinking Act Grants (STOP). The purpose of this program is to prevent and reduce alcohol use among youth and young adults ages 12-20 in communities throughout the United States. See the attached Matrix.

The due date of the proposal is March 22, 2019.

**FISCAL IMPACT:**

- Up to \$50,000 is available to apply in the grant. No match required.

**PROGRAMMATIC IMPACT:**

Improved opportunities for youth to remain crime free.

**GOVERNANCE/PROGRAM IMPACT:**

The proposal application/submission needs Kids Hope Alliance Governance and Board approval.

**OPTIONS:**

1. Vote to approve.
2. Decline to approve.

**STAFF RECOMMENDATION:**

Leadership recommends approval.

## Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<b><u>Name of the grant:</u></b>	Sober Truth on Prevention Underage Drinking Act Grants (STOP Act Grants) \$50,000 each year for 4 years.	Sober Truth on Prevention Underage Drinking Act Grants (STOP Act Grants) \$50,000 each year for 4 years.		
<b>Does this fall within the Kids Hope Alliance Ordinance?</b>	Yes. Juvenile Justice/Prevention. <u>Must be a Former or Current Drug Free Community.</u> TBD Direct Services. Not clear if subcontracting is allowed.	Yes. Juvenile Justice/Prevention. <u>Must be a Former or Current Drug Free Community.</u> TBD Direct Services. Not clear if subcontracting is allowed.		
<b>Does this align with the Essential Services Plan? Which category is this in?</b>	Yes. Juvenile Justice/Prevention. To prevent and reduce alcohol use among youth and young adults ages 12-20.	Yes. Juvenile Justice/Prevention. To prevent and reduce alcohol use among youth and young adults ages 12-20.		
<b>Does this align with the Mission, Vision, and Purpose?</b>	Yes.	Yes. To ensure our youth have access to reach their full academic, civic, and career		

		potential, leading a healthy life is an essential component and consideration. This grant would promote healthy, responsible choices and lifestyles.		
<b>Does this have a significant return on investment?</b>	Yes. The longer a youth abstains from their first use of alcohol, the chances of dependency in later life is reduced significantly. Youth typically binge drink. Such risky drinking often leads to tragic consequences (5)—most notably alcohol-related traffic fatalities (6). Thirty-two percent of drivers ages 16–20 who died in traffic crashes in 2003 had measurable alcohol in their blood, and 51 percent of drivers ages 21–24 who died tested positive for alcohol (7). Clearly, then, young adult drinkers pose a serious public health threat, putting themselves and others at risk. (NIH)	Yes. The longer a youth abstains from their first use of alcohol, the chances of dependency in later life is reduced significantly. Youth typically binge drink. Such risky drinking often leads to tragic consequences (5)—most notably alcohol-related traffic fatalities (6). Thirty-two percent of drivers ages 16–20 who died in traffic crashes in 2003 had measurable alcohol in their blood, and 51 percent of drivers ages 21–24 who died tested positive for alcohol (7). Clearly, then, young adult drinkers pose a serious public health threat, putting themselves and others at risk. (NIH)		

<b>Does this address a requirement of an existing grant?</b>	No.	No		
<b>Is this associated with an existing contract or program?</b>	No.	No		
<b>How many children will be served/ impacted?</b>	To be determined -based on the type of services proposed. Estimated 50-1000.	To be determined -based on the type of services proposed. Estimated 50-1000.		
<b>Does this have defined outcomes that improve the lives of children? What are they?</b>	Yes. Defined in the proposal: 1) Reduced use; 2) Increased perception of risk; 3) Perception of parent and peer disapproval of use.	Yes. Defined in the proposal: 1) Reduced use; 2) Increased perception of risk; 3) Perception of parent and peer disapproval of use.		
<b>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</b>	No.	No		
<b>Is this in the Kids Hope Alliance budget?</b>	No.	No		
<b>What partners or partnerships are involved?</b>	Providers that implement the proposed programming such as: alcohol use prevention programs (Gateway, Baptist, others)	Providers that implement the proposed programming such as: alcohol use prevention programs (Gateway, Baptist, others)		

<b>Is any legislation required?</b>	If the grant is won, yes, legislation will be required to appropriate the funding.	If the grant is won, yes, legislation will be required to appropriate the funding.		
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**Governance Committee Action:**

Approve: \_\_\_\_\_

Defer: \_\_\_\_\_

Disapprove: \_\_\_\_\_

**Board Approval:** \_\_\_\_\_

**Leadership Signatures:**

Staff Member: Dr. Jennifer Blalock

KHA CEO: \_\_\_\_\_

Governance Chair: \_\_\_\_\_

Date: \_\_\_\_\_

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE: FEBRUARY 4, 2019**

**BOARD MEETING DATE: FEBRUARY 20, 2019**

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**TO: KIDS HOPE ALLIANCE GOVERNANCE/ BOARD OF DIRECTORS**  
**FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS**  
**RE: GRANT APPLICATION: INVEST IN CHILDREN**

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**REQUESTED ACTION:**

The Governance Committee is asked to consider the following:

- 1) Apply for a grant from the Department of Juvenile Justice: Invest in Children, and
- 2) Authorize introducing legislation to appropriate the grant funds upon notice of award.

**NARRATIVE:**

The Kids Hope Alliance proposes to apply for a grant from the Department of Juvenile Justice: Invest in Children. This program seeks to provide implementation and delivery of innovative (evidenced based) programs not limited to include: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence free, family engagement, recreational programs, substance abuse intervention, education enhancement, etc. The target population is youth ages 5-17. This program seeks to reduce risk factors and keep youth crime free. See the attached Matrix.

The due date of the proposal is March 15, 2019.

**FISCAL IMPACT:**

- Up to \$125,000 is available to apply in the grant. No match required.

**PROGRAMMATIC IMPACT:**

Improved opportunities for youth to remain crime free.

**GOVERNANCE/PROGRAM IMPACT:**

The proposal application/submission needs Kids Hope Alliance Governance and Board approval.

**OPTIONS:**

1. Vote to approve.
2. Decline to approve.

**STAFF RECOMMENDATION:**

Leadership recommends approval.

## Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<b><u>Name of the grant:</u></b>	Invest in Children – North Region (Dept. of Juvenile Justice) \$125,000	Invest in Children – North Region (Dept. of Juvenile Justice) \$125,000		
<b><u>Does this fall within the Kids Hope Alliance Ordinance?</u></b>	Yes. Juvenile Justice/Prevention (ages 5-17) This is direct services The grant request “implementation and delivery of innovative programs...” Must be evidenced based. It is unclear if the services can be subcontracted out.	Yes. Juvenile Justice/Prevention (ages 5-17) This is direct services The grant request “implementation and delivery of innovative programs...” Must be evidenced based. It is unclear if the services can be subcontracted out.		
<b><u>Does this align with the Essential Services Plan? Which category is this in?</u></b>	Yes. Juvenile Justice/Prevention	Yes. Juvenile Justice/Prevention		
<b><u>Does this align with the Mission, Vision, and Purpose?</u></b>	Yes.	Yes		



<b>Does this have a significant return on investment?</b>	Yes.	Yes		
<b>Does this address a requirement of an existing grant?</b>	No.	No		
<b>Is this associated with an existing contract or program?</b>	No.	No		
<b>How many children will be served/ impacted?</b>	To be determined -based on the type of services proposed. For example: Afterschool: \$1500 per child (83 served), tutoring: \$40 per child (3,125 served), mentoring: \$20 per child (6,250 served)	To be determined -based on the type of services proposed. For example: Afterschool: \$1500 per child (83 served), tutoring: \$40 per child (3,125 served), mentoring: \$20 per child (6,250 served)		
<b>Does this have defined outcomes that improve the lives of children? What are they?</b>	Yes. Defined in the proposal: 1) Reduced risk factors; 2) Remaining crime free 12 months after program completion.	Yes. Defined in the proposal: 1) Reduced risk factors; 2) Remaining crime free 12 months after program completion.		
<b>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</b>	No.	No		
<b>Is this in the Kids Hope Alliance budget?</b>	No.	No		

<b>What partners or partnerships are involved?</b>	Providers that implement the proposed programming such as: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence free, family engagement, recreational programs, substance abuse intervention, education enhancement, etc.	Providers that implement the proposed programming such as: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence free, family engagement, recreational programs, substance abuse intervention, education enhancement, etc.		
<b>Is any legislation required?</b>	If the grant is won, yes, legislation will be required to appropriate the funding.	If the grant is won, yes, legislation will be required to appropriate the funding.		

**Governance Committee Action:**

Approve: \_\_\_\_\_

Defer: \_\_\_\_\_

Disapprove: \_\_\_\_\_

**Board Approval:** \_\_\_\_\_

**Leadership Signatures:**

Staff Member: Dr. Jennifer Blalock

KHA CEO: \_\_\_\_\_

Governance Chair: \_\_\_\_\_

Date: \_\_\_\_\_

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE: FEBRUARY 4, 2019**

**BOARD MEETING DATE: FEBRUARY 20, 2019**

---

**TO: KIDS HOPE ALLIANCE GOVERNANCE/ BOARD OF DIRECTORS**  
**FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS**  
**RE: GRANT APPLICATION: COLLABORATIVE APPROACH FOR YOUTH ENGAGEMENT IN SPORTS**

---

**REQUESTED ACTION:**

The Governance Committee is asked to consider the following:

- 1) Apply for a grant, Collaborative Approach for Youth Engagement in Sports  
Opportunity Number: MP-YEP-19-001, Department of Health and Human Services.  
This grant has not been released.
- 2) Authorize introducing legislation to appropriate the grant funds upon notice of award.

**NARRATIVE:**

The Kids Hope Alliance proposes to apply for a grant to promote physical fitness in our programs. This aligns with our ESP in Out of School Time. See the attached Matrix.

This grant has not been released. The anticipated due date of the proposal is the end of March 2019.

**FISCAL IMPACT:**

- Up to \$325,000 is available to apply in the grant. No match required but this could change because the grant has not been released.

**PROGRAMMATIC IMPACT:**

Kids Hope Alliance (KHA) recognizes that regular physical activity is central to the promotion of wellness and healthy lifestyles and has a positive impact on academic performance, mood, and self-esteem. Yet, less than half (47%) of all Duval middle school participants were sufficiently active less than 60 minutes on five or more days in the previous week to raise their heart rate and make them breathe hard for some of the time. Boys (55%) were much more likely to be physically active than girls (39%). Therefore, KHA requires the inclusion of structured physical fitness activities in all afterschool and summer learning programs. Activities should promote fitness, fun, teamwork, and cooperative play, and most importantly, keep participants moving. The fitness component should include active programming for participants and offer a variety of activities that encourage participants for all skill levels and abilities. Alternatives for rainy days and other flexible activities should be considered as well.

**GOVERNANCE/PROGRAM IMPACT:**

The proposal application/ submission needs Kids Hope Alliance Governance and Board approval.

**OPTIONS:**

1. Vote to approve.
2. Decline to approve.

**STAFF RECOMMENDATION:**

Leadership recommends approval.

## Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<b><u>Name of the grant:</u></b>	Collaborative Approach for Youth Engagement in Sports  <a href="https://www.grants.gov/web/grants/search-grants.html">https://www.grants.gov/web/grants/search-grants.html</a> Opportunity Number: MP-YEP-19-001 Department of Health and Human Services Office of the Assistant Secretary for Health. This grant has not been released.	Collaborative Approach for Youth Engagement in Sports  <a href="https://www.grants.gov/web/grants/search-grants.html">https://www.grants.gov/web/grants/search-grants.html</a> Opportunity Number: MP-YEP-19-001 Department of Health and Human Services Office of the Assistant Secretary for Health.		
<b>Does this fall within the Kids Hope Alliance Ordinance?</b>	Yes.	Yes.		
<b>Does this align with the Essential Services Plan? Which</b>	Yes. Out of School Time	Yes. Out of School Time		

Submitted by Tyrica Young, Director of Out of School (OST) Grants  
Submitted on 1/22/2019

<b>category is this in?</b>				
<b>Does this align with the Mission, Vision, and Purpose?</b>	Yes. Every child and youth will reach their academic, career, and civic potential. To build and ensure access to a continuum of comprehensive and integrated programs, services, and activities that addresses the critical needs of children and youth.	Although, current partners provide enrichment activities applying for this grant will address the gap and support KHA's mission of building and ensuring access to a CONTINUUM of comprehensive and integrated programs, services, and activities.		
<b>Does this have a significant return on investment?</b>	Yes. Fewer than half of children ages 6 to 11 meet the consensus recommendation of 60 minutes of moderate physical activity per day.	Award Floor: \$250,000 \$1,800 per child = 139 total  Award Ceiling: \$325,000 \$1,800 per child = 181 total		
<b>Does this address a requirement of an existing grant?</b>	Yes. <ul style="list-style-type: none"> <li>• Personal Enrichment objective for 21<sup>st</sup> CCLC (elementary programs) "improve agility, flexibility, endurance, and/or strength and knowledge of healthy lifestyle choices.</li> <li>• Afterschool Meals Program and Summer Food Program grants are committed to decreasing the obesity rate of children and youth.</li> </ul>	Yes. <ul style="list-style-type: none"> <li>• BID # ESC-0465-17 4.11.4 Physical Activity – Physical activity and nutritious snacks and meals positively impact physical, social, and emotional health and can reverse harmful trends in the health status of children.</li> </ul> <p>Kids Hope Alliance (KHA) recognizes that regular physical activity is central to the promotion of wellness and healthy lifestyles and has a positive impact on academic performance, mood, and self-</p>		

Submitted by Tyrica Young, Director of Out of School (OST) Grants  
Submitted on 1/22/2019

		<p>esteem. Yet, less than half (47%) of all Duval middle school participants were sufficiently active less than 60 minutes on five or more days in the previous week to raise their heart rate and make them breathe hard for some of the time. Boys (55%) were much more likely to be physically active than girls (39%). Therefore, KHA requires the inclusion of structured physical fitness activities in all afterschool and summer learning programs. Activities should promote fitness, fun, teamwork, and cooperative play, and most importantly, keep participants moving. The fitness component should include active programming for participants and offer a variety of activities that encourage participants for all skill levels and abilities. Alternatives for rainy days and other flexible activities should be considered as well.</p>		
<b>Is this associated with an existing contract or program?</b>	No.	No.		
<b>How many children will</b>	Estimated 100 - 250	Award Floor: \$250,000 \$1,800 per child = 139 total		

Submitted by Tyrica Young, Director of Out of School (OST) Grants  
Submitted on 1/22/2019

<b>be served/ impacted?</b>		Award Ceiling: \$325,000 \$1,800 per child = 181 total		
<b>Does this have defined outcomes that improve the lives of children? What are they?</b>	<p>Goal 1: Improvement in physical literacy among participating children and youth.</p> <p>Goal 2: Decrease in number of children and youth that are overweight/obese</p> <p>Goal 3: Achievement of national sports, fitness goals</p> <p>Goal 4: Increased developmental assets</p> <p>Goal 5: Improve academic performance</p> <p>Goal 6: Increased engagement of community members, including parents/family members</p> <p>Goal 7: Integrated community level sports/fitness programs</p>	Same, refer to grant language.		
<b>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</b>	Not yet determined.	Not yet determined due to the fact additional details of grant has yet to be released.		



<b>Is this in the Kids Hope Alliance budget?</b>	No.	No.		
<b>What partners or partnerships are involved?</b>	Out of School Time (OST) partners who provide services to elementary aged students	Out of School Time (OST) partners who provide services to elementary aged students		
<b>Is any legislation required?</b>	Yes, if the grant is awarded legislation is needed for appropriation of the funding.	Yes, if the grant is awarded legislation is needed for appropriation of the funding		

**Governance Committee Action:**

**Leadership Signatures:**

**Approve:** \_\_\_\_\_

**Staff Member:** \_\_\_\_\_

**Defer:** \_\_\_\_\_

**KHA CEO:** \_\_\_\_\_

**Disapprove:** \_\_\_\_\_

**Governance Chair:** \_\_\_\_\_

**Board Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

JACKSONVILLE CHILDREN'S COMMISSION  
Board Policy: #00-101

BOARD APPROVED

JAN 15, 2004

Jacksonville Children's  
Commission

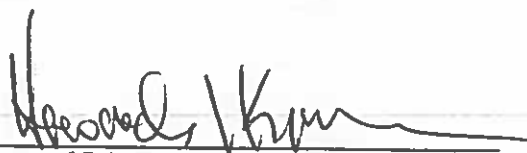
**Subject: Authority of the Executive Director to Amend Contracts**

**Purpose: The purpose of this Policy is to address the authority of the Executive Director to amend contracts for assistance government/private organizations.**

1. From time to time during the year, a contract may need to be amended to reflect changes in circumstances relating to the contracted services. This policy is designed to enable the Executive Director to respond to those changes in an expeditious manner.
2. The Executive Director is authorized by the Board to undertake contract amendments within the following guidelines:
  - a) Increase or decrease of \$25,000 or 10% of the original contract amount, whichever is less, subject to budgetary constraints and funds availability to meet unanticipated needs.
  - b) Transfers between similar programs within the same agency that do not increase the total dollar amount involved.
  - c) Transfers between agencies within the same initiative (i.e. Healthy Families Jacksonville, 21<sup>st</sup> Century Grants) that do not change the total dollar amount involved.
3. The Executive Director provides a written monthly report of all contract amendments through the Finance Committee to the Board.
4. The Board approves all other contract changes.

  
\_\_\_\_\_  
Linda M. Lanier, Chief Executive Officer

1-16-04  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Howard I. Korman, Chairman

1-15-04  
\_\_\_\_\_  
Date


JAN 24 2002

Jacksonville Children's  
Commission**JACKSONVILLE CHILDREN'S COMMISSION**  
Board Policy: # 00-102**Subject: Corrective Action and Probation****Purpose: The purpose of this Policy is to specify the procedure used to place a provider agency on probation and to develop a corrective action plan.**

1. The Program Associate lists all deficiencies and recommends corrective action for each deficiency on the list. If the deficiencies are minor, the Program Associate elects to request that the provider agency develop a written corrective action plan and put it in place within ten business days.
2. The list of deficiencies and recommended corrective actions are submitted to the Director of Youth Development for review. If the number and type of deficiencies are determined to be severe, the Director of Youth Development has the option to have the list of deficiencies included in the Board Book for discussion at the next scheduled Commission meeting.
3. The Director of Youth Development may recommend that the Board place the provider agency on probation.
4. The Board votes to either accept or reject the staff recommendation.
5. Once the agency is placed on probation, they have ten working days to develop a corrective action plan and submit it in writing to the Commission. This action plan includes a date that each deficiency will be corrected.
6. If the action plan is not submitted in a timely basis or needs corrections, the Executive Director may extend the time period for submission of the plan for thirty days, if the agency is working toward complying with the request. If at the end of the initial ten days the agency has made no attempt to develop the corrective action plan, or if at the end of the thirty day extension no acceptable corrective action plan has been developed, the Director of Youth Development will prepare a report and place it on the next Commission meeting agenda with a recommendation for termination of contract.
7. The provider agency has ninety days to bring the program into compliance.
8. Prior to, or at the end of the probationary period, at the agency's request, a second monitoring visit is made to determine if all the deficiencies are corrected.
9. The Program Associate formulates a written report for the Director of Youth Development who submits the report to the Board at their next scheduled meeting.

10. The Board chooses to remove the agency from probation or to terminate the contract.  
The Board gives thirty days notice of contract termination to the provider agency.

  
Mary Freeland, Executive Director

  
Betty Johnston, JCC Board Secretary

BOARD APPROVED

JAN 15, 2004

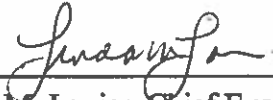
Jacksonville Children's  
Commission

JACKSONVILLE CHILDREN'S COMMISSION  
Board Policy: #00-103

**Subject: Authority of the Executive Director to Approve Expenditures**

**Purpose: The purpose of this Policy is to address the authority of the Executive Director to approve all expenditures that are within the approved JCC Budget and exceptions to that approval authority.**

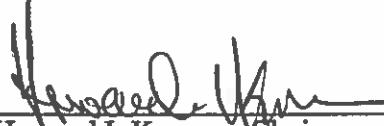
1. This policy is designed to enable the Executive Director to approve all agency expenditures with the exception of those listed below.
2. The following exceptions require the approval of the JCC Board:
  - Trust Funds over five hundred dollars
  - Any salary increase for the Executive Director



\_\_\_\_\_  
Linda M. Lanier, Chief Executive Officer

1-16-04

\_\_\_\_\_  
Date



\_\_\_\_\_  
Howard I. Korman, Chairman

1-15-04

\_\_\_\_\_  
Date

BOARD APPROVED

JAN 15, 2004

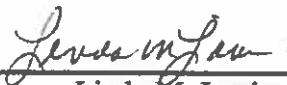
JACKSONVILLE CHILDREN'S COMMISSION Jacksonville Children's  
Commission

Board Policy: #00-104

**Subject: Penalty for JCC Funded Agency Non-Compliance**

**Purpose: The purpose of this Policy is to explain the procedures related to the penalty for JCC funded agency non-compliance.**

1. Provider agencies funded by The Jacksonville Children's Commission (JCC) are required by contract to submit annual audit(s) and quarterly program/fiscal reports to JCC. Refer to Fiscal Directive #00-303.
2. The purpose of the quarterly report is to insure that provider agency spending levels are as budgeted and within reason based on projected spending schedules.
3. If provider agencies do not submit the required audit(s), JCC withholds additional payments until the audit(s) are received.
4. Quarterly reimbursements are not made until the provider agency's quarterly financial and programmatic reports are reviewed and approved by JCC. JCC staff approve program/fiscal reports or request revisions within five working days of receipt.
5. The JCC Chief Executive Officer has authority to extend the deadline for this requirement for one quarter each JCC fiscal year, if extenuating circumstances are documented and submitted in writing to JCC.



Linda M. Lanier, CEO

1-16-04

Date



Howard I. Korman, Chairman

1-15-04

Date



# Board Self-Evaluation Questionnaire

A Tool for Improving Governance Practice  
For Voluntary and Community Organizations

Name \_\_\_\_\_ (optional) For period from \_\_\_\_\_ to \_\_\_\_\_

Non-Profit Sector Leadership Program  
College of Continuing Education

VERSION II





# Board Self-Evaluation Questionnaire

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Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the **Executive Director or CEO**. This version also includes Section E, which provides feedback to the Chair of the Board.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

## **A. How Well Has the Board Done Its Job?**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Our organization has a three to five-year strategic plan or a set of clear long range goals and priorities.                                   | 1 | 2 | 3 | 4 | 5 |
| 2. The board’s meeting agenda clearly reflects our strategic plan or priorities.   | 1 | 2 | 3 | 4 | 5 |
| 3. The board has insured that the organization also has a one-year operational or business plan.   | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies.                                 | 1 | 2 | 3 | 4 | 5 |
| 5. The board ensures that the organization’s accomplishments and challenges are communicated to members and stakeholders.                        | 1 | 2 | 3 | 4 | 5 |
| 6. The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources. | 1 | 2 | 3 | 4 | 5 |
| 7. _____   | 1 | 2 | 3 | 4 | 5 |

*My overall rating (add together the total of the numbers circled):*

**R Excellent (28+) R Very Good (20-27) R Good (15-19)**  
**R Satisfactory (12-18) R Poor (7-11)**



**B. How Well Has the Board Conducted Itself?**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Board members are aware of what is expected of them.  | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings is well planned so that we are able to get through all necessary board business. | 1 | 2 | 3 | 4 | 5 |
| 3. It seems like most board members come to meetings prepared.   | 1 | 2 | 3 | 4 | 5 |
| 4. We receive written reports to the board in advance of our meetings.   | 1 | 2 | 3 | 4 | 5 |
| 5. All board members participate in important board discussions.   | 1 | 2 | 3 | 4 | 5 |
| 6. We do a good job encouraging and dealing with different points of view.                                       | 1 | 2 | 3 | 4 | 5 |
| 7. We all support the decisions we make.   | 1 | 2 | 3 | 4 | 5 |
| 8. The board has taken responsibility for recruiting new board members.  | 1 | 2 | 3 | 4 | 5 |
| 9. The board has planned and led the orientation process for new board members.                                  | 1 | 2 | 3 | 4 | 5 |
| 10. The board has a plan for director education and further board development.                                   | 1 | 2 | 3 | 4 | 5 |
| 11. Our board meetings are always interesting.   | 1 | 2 | 3 | 4 | 5 |
| 12. Our board meetings are frequently fun.   | 1 | 2 | 3 | 4 | 5 |

My overall rating:

U Excellent (50+) UVery Good (40-49) UGood (30-49)  
 U Satisfactory (20-29) U Poor (10-19)

**C. Board’s Relationship with Executive Director**

Circle the response that *best* reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. There is a clear understanding of where the board’s role ends and the Executive Director’s begins.   | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the Executive Director.  | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the Executive Director  | 2 | 3 | 4 | 5 |   |
| 4. The Board provides direction to the Executive Director by setting new policies or clarifying existing ones.  | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed as communicated the kinds of information and level of detail it requires from the Executive Director on what is happening in the organization. | 1 | 2 | 3 | 4 | 5 |
| 6. The board has developed formal criteria and a process for evaluating the Executive Director  | 1 | 2 | 3 | 4 | 5 |
| 7. The board, or a committee of the board, has formally evaluated the Executive Director within the past 12 months.   | 1 | 2 | 3 | 4 | 5 |
| 8. The board evaluates the Executive Director primarily on the accomplishment of the organization’s strategic goals and priorities and adherence to policy.               | 1 | 2 | 3 | 4 | 5 |
| 9. The board provides feedback and shows its appreciation to the Executive Director on a regular basis.   | 1 | 2 | 3 | 4 | 5 |
| 10. The board ensures that the Executive Director is able to take advantage of professional development opportunities.  | 1 | 2 | 3 | 4 | 5 |
| 11. _____   | 1 | 2 | 3 | 4 | 5 |

My overall rating:

U Excellent (45+)    U Very Good (39-44)    U Good (29-38)  
 U Satisfactory (20-28)    U Poor (11-19)

**D. Performance of Individual Board Members (Not to be shared)**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. I am aware of what is expected of me as a board member.  | 1 | 2 | 3 | 4 | 5 |
| 2. I have a good record of meeting attendance.  | 1 | 2 | 3 | 4 | 5 |
| 3. I read the minutes, reports and other materials in advance of our board meetings.                          | 1 | 2 | 3 | 4 | 5 |
| 4. I am familiar with what is in the organization's by-laws and governing policies                            | 1 | 2 | 3 | 4 | 5 |
| 5. I frequently encourage other board members to express their opinions at board meetings.                    | 1 | 2 | 3 | 4 | 5 |
| 6. I am encouraged by other board members to express my opinions at board meetings.                           | 1 | 2 | 3 | 4 | 5 |
| 7. I am a good listener at board meetings.  | 1 | 2 | 3 | 4 | 5 |
| 8. I follow through on things I have said I would do.   | 1 | 2 | 3 | 4 | 5 |
| 9. I maintain the confidentiality of all board decisions.   | 1 | 2 | 3 | 4 | 5 |
| 10. When I have a different opinion than the majority, I raise it.  | 1 | 2 | 3 | 4 | 5 |
| 11. I support board decisions once they are made even if I do not agree with them.                            | 1 | 2 | 3 | 4 | 5 |
| 12. I promote the work of our organization in the community whenever I had a chance to do so.                 | 1 | 2 | 3 | 4 | 5 |
| 13. I stay informed about issues relevant to our mission and bring information to the attention of the board. | 1 | 2 | 3 | 4 | 5 |

My overall rating:

U Excellent (55+)   U Very Good (45-54)   U Good (32-44)  
 U Satisfactory (20-31)   U Poor (13-19)

**E. Feedback to the Chair of the Board (Optional)**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

1. The board has discussed the role and responsibilities of the Chair.	1	2	3	4	5
2. The Chair is well prepared for board meetings.	1	2	3	4	5
3. The Chair helps the board to stick to the agenda.	1	2	3	4	5
4. The Chair ensures that every board member has an opportunity to be heard.	1	2	3	4	5
5. The Chair is skilled at managing different points of view.	1	2	3	4	5
6. The Chair can be tough on us as a group when we get out-of-line.	1	2	3	4	5
7. The Chair knows how to be direct with an individual board member when their behaviour needs to change.	1	2	3	4	5
8. The Chair helps the board work well together.	1	2	3	4	5
9. The Chair demonstrates good listening skills.	1	2	3	4	5
10. The board supports the Chair.	1	2	3	4	5
11. The Chair is effective in delegating responsibility amongst board members.	1	2	3	4	5
12. _____	1	2	3	4	5

My overall rating:

U Excellent (45+)    U Very Good (35-44)    U Good (25-34)  
 U Satisfactory (20-33)    U Poor (11-19)