



**GOVERNANCE & PROGRAM COMMITTEE
MEETING SUMMARY
December 2, 2019
1:00 PM – 2:30 PM**

Voting Board Attendees:

Dr. Barbara Darby, Committee Chair
Kevin Gay
Donna Orender

Staff:

Donnie Horner, Cynthia Nixon, Cory Armstrong, Delores Williams, Dae Lynn Helm, Ruth Waters, Katoia Wilkins, Mary Nash, Kenneth Darity, Saralyn Grass, April Hart, Debra Sibley, Lenora Wilson, Tia Keitt, and Travis Williams

COJ Staff:

Julia Davis, Office of General Counsel

Guest

Kristin Carter, Take Stock in Children; Jerome Baltazar, Communities in Schools; Bryan Jones, Communities in Schools; Leon Baxton, Communities in Schools; Gloria Peters, Boys & Girls Club

Call to Order

The Governance & Programs Committee meeting was called to order at 1:09 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today. Dr. Darby gave instructions for evacuation in case of an emergency. Dr. Darby asked for approval of the minutes from November 4, 2019 Governance Committee meeting. Mr. Gay made the motion and Ms. Orender seconded it. Dr. Darby invited public comments. With none being heard, the motion to approve the minutes was passed.

Action Items

Joyce Watson introduced Lutheran Services Rent.

Approve a 50% reduction in the rent payable to KHA under a Lease Agreement for the Don Brewer Early Learning and Professional Center between KHA and Lutheran Services Florida, Inc., for the period October 1, 2019 thru September 30, 2020. LSF asked KHA to recommend the rent reduction in order to help Lutheran Services meet its local match under its federal grant to operate the Head Start program. This action reduces the monthly rental payment by fifty percent (50%), from \$6,820.00 to \$3,410.00, for KHA's 2019-2020 Fiscal Year. The Jacksonville City Council approved the rent reduction in the City's Annual Budget Ordinance. Donna Orender made the motion and Rebekah Davis seconded it. Dr. Darby opened the floor for discussion and public comments. Ms. Orender asked about the fiscal impact to KHA. Dr. Darby asked about the federal match for Lutheran Social Services. Ms. Watson said she did not have that information but would find out. Ms. Nixon explained that this was part of KHA Budget enhancements that has already been approved by Board and City Council. Dr. Darby asked if this should be for information purpose only since there is not action that the Committee needs to take. Everyone agreed that this should be for information only and asked Mrs. Joyce to update the item to reflect that.



Dr. Grass introduced Pritzker Children’s Initiative: Community Innovation Grant.

Authorize KHA to apply for a grant from the Pritzker Children’s Foundation for the Pritzker Children’s Initiative (PCI): Community Innovation Grant for the period of April 2020 thru March 2023, for up to \$425,000 over three years and authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements. Dr. Grass said there is a requirement for the recipient to match 30% of the grant funding (\$127,500) by the end of the year two. If KHA is awarded the grant, we will make this part of the requested this for the 2020-21 budget. Ms. Nixon explained how grants worked and that this will need to go before the Mayor’s Budget Review Council it awarded to accept the funds. Dr. Darby asked for a motion to approve this request. Rebekah Davis made the motion and Kevin Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Dr. Grass talked a little more about how these funds will be used and that KHA was invited to apply for these grant funds. Dr. Grass said that she and Lenora Wilson attended a conference with National League of Cities. Ms. Orender asked who Pritzker was. Dr. Darby about asked about the grant tracker sheet not being included and the importance of having it attached to any grant action item. Dr. Darby asked that each action lists the essential service category it falls within. With no other comments being heard, Dr. Darby asked if all in favor to signify by the sign of “aye”. All were in favor and the motion to approve was passed.

Dr. Grass Introduced Funds Transfer to Special Needs.

The Young Men’s Success RFP that was planned (but not formally written or issued) for the Preteen/Teen category will no longer take place. The \$71,242 will be used as match dollars to support the SAMHSA grant and will be included in the budget for Managed Access to Child Health, Inc. In turn, KHA will be holding back approximately \$70,000 of the \$1,000,000 award to hire a staff person to manage/monitor this grant from the City. Dr. Darby asked for a motion to approve this request. Kevin Gay made the motion and Rebekah Davis seconded it. Dr. Grass explained why there is a need to have a position to monitor this grant. Dr. Darby talked about the Preteen & Teen Task Force and the RFP that was put together to use those funds. Dr. Darby asked if there were other areas that could use these funds that we have not looked at and if there are any staff issues that surfaced. Dr. Darby said that we should not be moving money from categories that are already receiving the smallest amounts of KHA’s budget. Ms. Nixon talked about the KHA Grants being audited. There is a breakdown in the process and procedures across the board and we must be consistent with each grant. Ms. Orender asked if there needs to be 3 positions instead of 1 in that case. Mary Nash said this is a very big grant and that the position would be managing about fifteen subcontracts. Vicki Waytowich spoke about the importance of this grant and having a dedicated position to manage it. Ms. Nixon explained that there are two positions within our budget that can be used to shift the funds too. Dr. Grass said there was trouble releasing the Preteen & Teen RFP and the programs awarded would only have three months to run the program so a decision was made to delay that release until next year. Dr. Grass said the funds are already approved and available. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. Three were in favor and one opposed. The motion to approve the transfer of funds to the Special Needs category was passed.

Discussion topics

The Governance and Programs Committee talked about items for the retreat agenda and having time to possibly have a board meeting to approve the release of the upcoming RFP’s. Mr. Gay talked about short term and long-term goals, quality verses quantity. There was discussion on the structure of committee meetings going forward. Dr. Darby said KHA Direction and KHA goals and success are items for the agenda. The Governance Committee request the agenda and all pre reading material in advance of the meeting to be adequately prepare. The Governance Committee agreed that there may not be a need for a January Board meeting. This will be discussed further at the board retreat.



Governance Workplan for 2020

1. Procurement process
2. KHA Accreditation
3. Small providers protocol
4. Community building
5. JCC/KHA policies and procedures
6. Ordinance Review

Public Comments

Donna Orender and Rose Conry need KHA onboarding and board binders

Adjourn

The meeting was adjourned at 2:38 p.m.

DRAFT