**FINANCE COMMITTEE MEETING SUMMARY**

**February 10, 2021**

**9:30 AM – 11:00 AM**

**Zoom Meeting: 1-646-558-8656, ID 944 6467 1815**

**Open to the Public**

**Voting Board Member Attendees:**

Tyra Tutor

Rose Conry

**Virtual Board Members present:**

Dr. Barbara Darby

Rebekah Davis

Kevin Gay

Donna Orender

Dana Kriznar

**Staff:**

Mike Weinstein, Saralyn Grass, Delores Williams, Travis Williams, Cory Armstrong, Joyce Watson, April Hart, Katoia Wilkins, LaRaya Strong, Lenora Wilson, Dae Lynn Helm, John Everett, Rodger Belcher, Sylvester Pinckney, Lissette Maldonado and others

**COJ Staff:**

Julia Davis, Office of General Counsel

**Guests:**

Leon Baxton, Jerome Baltazar, Jenifer Jerles, Scott Wiley, Jodie Bielman,

Bob Tedeschi, Twillia Washington, Terri Florio

**Call to Order**

The Finance Committee Meeting was called to order at 9:34 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming or participating via Zoom.

**Approval of the Minutes**

Ms. Tutor asked for approval of the October 14, 2020 finance summary. Rose Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Ms. Tutor asked all in favor of passing the summary signify by the sign of “aye”. All were in favor and the motion was passed.

**Finance Report**

Ms. Tutor talked about the finance report that ended on December 31, 2020 and that three months into the new fiscal year we are on track. The city has not closed the books on 2020 fiscal year and there were no discrepancies on behalf of KHA. Most of our unused funds have been encumbered. Ms. Tutor open the floor for finance discussions or any questions from the Board before moving on to the action items.

**Business**

**Action Items**

**Rodger Belcher introduced S.A.M.I.S. Contract Revisions.** The Finance Committee is asked to approve the renewal of the Statewide SAMIS Management Committee Agreement and authorize the CEO to execute the necessary documents. The SAMIS system is a collaborative among many subject matter experts of the participating CSC’s through a shared development and use of modern and rapidly evolving cloud-based information system known as SAMIS. Ms. Tutor asked for a motion to approve the request. Mrs. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Tyrica Young introduced Gap Analysis and Needs Assessment RFP.** The Finance Committee is asked to approve the issuance of a Request for Proposal for a Needs Assessment and Gap Analysis with the minimum qualifications, scope of services, evaluation criteria, and performance metrics substantially in the form presented to the Board and authorize the CEO to execute the necessary documents. Ms. Tutor asked for a motion to approve the request. Mrs. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Dr. Darby asked about the universe of youth and if we are able to report the number of youths that are being served by other agencies and what are their ages. Mrs. Young stated that it will be hard to get exact percentage as some youth do not want services or their information is protected. Dr. Grass indicated that KHA has been working with the state and Duval County School Board to remove some of the barriers that prevent us from obtaining the information that is needed. With no other discussions or public comments, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Kenneth Darity introduced Extended Day Services RFP.** The Finance Committee is asked to approve the issuance of a Request for Proposal with the minimum qualifications, scope of services, evaluation criteria, and performance metrics substantially in the form presented to the Board and authorize the CEO to execute the necessary documents. Mr. Darity provided background on the funding and the terms of the contract. Mrs. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Mr. Weinstein made comments on the process. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Kenneth Darity introduced School-Based Afterschool & Summer Programming RFP.** The Finance Committee is asked to approve the issuance of a Request for Proposal for a Needs Assessment and Gap Analysis with the minimum qualifications, scope of services, evaluation criteria, and performance metrics substantially in the form presented to the Board and authorize the CEO to execute the necessary documents. Mr. Darity provided background on the funding and the terms of the contract. Ms. Tutor asked for a motion. Mrs. Conry made the motion and Ms. Tutor seconded it. Mr. Darity thanked Dr. Dana Kriznar for the DCPS partnership and Mr. Weinstein explained that this is similar to the previous RFP request. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Mike Weinstein introduced KHA Policy, CEO contract delegation authority.** Mr. Weinstein reviewed the nine delegates listed on the action items and mentioned that the Board can make changes to any or all of them. Mr. Weinstein hopes that this will make KHA operations smoother and allow the Board more time to concentrate on funding gaps and program services. Mrs. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Dr. Darby talked about the ordinance and the need to think about this process if a new CEO comes to KHA. Mr. Weinstein explained that a time frame can be incorporated into the action item and that it can be brought back to the board for review and update. Ms. Julie Davis mentioned that this request is consistent with the ordinance and explained the Boards responsibilities and the duties of KHA. The Committee asked about the difference between grants and other contracts, the thresh hold amount and contract amendments. Ms. Tutor mentioned that the Committee could include an expiration date for contract delegation when a new CEO come onboard or every two years. The Committee explored different expiration periods and Mr. Weinstein said it can be whatever the Committee members would like. After all discussion Ms. Conry made a motion to amend the prior motion to include that this request would expire after one year in July of 2022. Ms. Tutor seconded the amended motion. Mr. Cornell Oliver made public comments about funding and small providers. Mr. Oliver talked about crime prevention and intervention, literacy and crime among youth. Mr. Weinstein talked about early literacy being an important initiative for what we do. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Dr. Saralyn Grass introduced Grant Application Policy.** The Finance Committee is asked to authorize the CEO to submit grant applications on behalf of Kids Hope Alliance when the following criteria are met.

1. When the CEO deems the grant advisable.
2. The CEO seeks Board approval or immediately following the submission of the application.

And to submit renewal applications for existing grants when the following criteria are met.

1. The original grant was authorized by the Board.
2. The grant renewal does not change the terms of the grant in any material respect and does not increase the financial obligations of KHA.

Ms. Tutor asked for a motion to continue discussion and public comments. Mrs. Conry made the motion and Ms. Tutor seconded it. Dr. Darby asked about cash match, placing programs in jeopardy of losing funding, and making sure that the grants applied for are aligned with the Boards priorities. Dr. Grass mention that funds will only be allocated if they are available. The Committee discussed board notification of grants that have been applied for and options if KHA is awarded the grant before the board has a chance to review the grant. Mr. Weinstein mentioned that it would be unlikely that there would be an award before the Board is notified of a grant application. Grant funds have to go before MBRC and City Council before KHA can accept them. Mr. Weinstein said the Board would still have time to decline an award or withdraw an application if necessary. Dr. Darby asked that this be reviewed in a year and to add this additional language to the action item. Ms. Tutor asked for a motion to amend the prior motion. Rose Conry made a motion to amend and confirm that this item will be reviewed after one year in July of 2022 and Ms. Tutor seconded it. With no other comments being heard, Ms. Tutor asked all in favor signify by the sign of “aye”. All were in favor and the motion was passed.

**Katoia Wilkins introduced Criminal Justice Reinvestment Grant Application.** The Finance Committee is asked to authorize the CEO to apply for the Criminal Justice Reinvestment Grant funded by the Florida Department of Children and Families and authorize the CEO to execute the contract with the funder and all other documents necessary to comply with grant requirements. The grant will seek to serve “at risk” youth identified by the juvenile justice system. Ms. Wilkins said there is no cash match required. Ms. Tutor asked for a motion to approve the request. Ms. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Cornell Oliver made public comments about getting parents involved in their children’s lives and providing assistance for low-income families. Ms. Wilkins invited Mr. Oliver to the Circuit 4 Advisory meetings and Mr. Williams invited him to the Family Engagement meetings to share his ideas. KHA staff to reach out to Mr. Oliver with dates and times of those meeting. With no other comments being made, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Tyrica Young introduced Summer Food Service Program Grant Application.** The Finance Committee is asked to approve the grant renewal from the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness and authorize the CEO to execute the contract and all other documents necessary to fulfill the grant requirements. Mrs. Young says KHA has been a proud sponsor of the food program for over twenty years. The delivery of the meals has change to grab and go prepackaged meals due to COVID19. Ms. Tutor asked for a motion to approve the request. Mrs. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Dr. Darby asked if the board could be provided a report of last year’s meals served, number of youths served and if there were any leftover funds. Mrs. Young agreed to provide that information to the board members. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Dae Lyn Helm introduced Resiliency in Communities After Stress and Trauma Grant Application.** The Finance Committee is asked to authorize KHA to apply for the Resiliency Grant and authorize the CEO to execute the grant contract with the funder, if awarded and all other documents necessary to meet grant requirements. KHA will be partnering with Partnership for a Childs Health and Duval County Public School System on the grant submission and there is no cash match. Mrs. Conry made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Ms. Tutor asked if this is a new grant, whether or not KHA has applied for this grant before and if it will require hiring a staff person? Ms. Helm responded that a person would be hired to oversee the grant requirements and that this is a new grant and nothing that we have applied for before. Mr. Oliver asked if the funds could be utilized to offer job training or certification to youth. Ms. Helm said that these services can be provided through agency support services. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Board Discussion**

Rose Conry and Mike Weinstein provided an overview of KHA’s new Organization Structure. The organization will be divided into two main areas. Administrative and Programs which the staff will be under. KHA structure will be based on functions and divided into contracts, grant contracts, program management birth to age 12 years of age, program management 13 to 21 years of age. Mr. Weinstein has been working with leadership for four months to streamline services in order to be more effective. Mr. Weinstein will appear before the Mayor’s Budget Review Board on February 22nd to present the reorganization chart and will meet with staff today at 4 pm. Dr. Darby asked that the organization chart be sent to Board members and asked what impact the changes will have on staff. Mr. Weinstein said that the changes were a result of staff and community focus group meetings. Mr. Weinstein mentioned that this will help streamline the way we do business. Mr. Gay said he was comfortable with the moves and trust that the CEO is doing what is best for the organization. Mr. Oliver made comments about being more proactive than reactive. Dr. Darby thanked KHA for their leadership and Donna Orender thanked staff and talked about overcoming challenges of the Sunshine Law restrictions to be a productive board.

Cory Armstrong said the next Board meeting is on February 17th at 10 am and that the committees would need to set dates for March. Members discussed having a Finance meeting on March 10th and Board meeting on March 17th. The Governance meeting will be TBD for now. The members discussed having a combined committee meeting when Julia Davis informed the members that there would need to be a quorum in person from both committees who can then vote in the members attending virtually. With no other discussions the meeting was adjourned.

**Public Comment**

None

**Adjourn**

The meeting was adjourned at 11:22 a.m.