



January Governance Meeting

Jan 16, 2024 2:00pm - 3:00pm

1. Introductions and Instructions

Connie Hodges, Governance Chair

2:00pm

2. Public Comments

Public comments will be taken for each item on the agenda. Comments must be about the specific agenda item. The audience will have an opportunity for public comment on general topics at the end of the meeting.

3. Approval of Minutes

 [November Governance Meeting Minutes](#)

4. New Business

a. Grant Application: AI for Human Agency Grant

Rodger Belcher, Chief Strategy Officer

 [24-001 AI for Human Agency](#)

 [AI Grant Matrix](#)

b. Mayor's Youth at Work Partnership

Kenneth Darity, Chief Administrative Officer

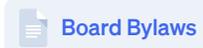
 [24-002 MYAWP Increase](#)

5. Governance Activities

Connie Hodges, Governance Chair

Dr. Saralyn Grass, Chief Executive Officer

a. **January - Review and Approval of Bylaws**



b. **March - Review Board Approved Policies, Grant Review**

6. **Public Comments**

7. **Adjourn**

3:00pm

1. Introductions and Instructions

Connie Hodges, Governance Chair

Connie Hodges called the meeting to order at 10:00 a.m. and began with introductions of Board members and KHA Staff.

Members Present - Connie Hodges, Meredith Chartrand-Frisch, Lawrence Dennis, and Marsha Oliver.

2. Public Comments

Ms. Hodges explained that public comments would be taken for each item on the agenda. At the end of the meeting the public will also have an opportunity for public comments.

3. New Business

Dr. Saralyn Grass, Chief Executive Officer

Dr. Grass explained that KHA is being allocated \$5.8 million dollars from the Mayor's \$26 million dollar transition budget. Each action item, with the exception of one, stemmed from one of the Transition Committee meetings which is comprised of members of the public.

a. UNF Intensive Summer Literacy

The UNF Intensive Summer Literacy program originated in the Public Safety Transition Committee led by W.C. Gentry. This program was operational during the Jax. Journey era and was formerly known as the Summer Sail pilot and led by Dr. Cheryl Fountain. This program begins on January 1, 2024 and will be an overlay for up to 20 of our existing programs. It provides intensive literacy tutoring and a concentrated curriculum. The contract is for \$850,000 and has three annual renewal options.

Motion - Meredith Chartrand-Frisch

Second - Lawrence Dennis

Approved 3-0

b. CAP Youth Artist Program

This Cathedral Arts Youth Artist program is an idea which stemmed from the Arts, Culture and Entertainment Transition Committee. Lucy Chen, VP of Advocacy and Community Engagement at Cathedral Arts, explained that this program was the result of a UNF study which found that students' academic scores were boosted by arts related field trips. Ms. Chen reflected on the success of the field trips which 2200 students participated in during the Summer of 2023 at the Florida Theatre. This program also includes professional development for DCPS Teachers.

This contract begins on January 1, 2024 and the funding amount is \$100,000.00 with up to three annual renewal options.

Motion - Meredith Chartrand-Frisch

Second - Lawrence Dennis

Approved 3-0

c. Ferst Readers Early Literacy

The Ferst Readers program is an increase of \$100,000 for an existing sole source program targeting 0-4 year old's and is currently operating in 28 child care centers. Participating students will receive a book which they can take home monthly as well as a book for their classroom library.

Motion - Lawrence Dennis

Second - Meredith Chartrand-Frisch

Approved 3-0

d. Afterschool and Summer Literacy Expansion

Effective December 15, 2023, this expansion enables providers to serve additional afterschool/summer students and enhances security measures for programs with 100 or more students. The increased contract amount totals \$1,900,000 and has up to three annual renewal options.

Motion - Meredith Chartrand-Frisch

Second - Lawrence Dennis

Approved 3-0

e. Pediatric Mental Health Support

This action item was a recommendation from the Health and Wellness Transition Committee. The Angel Kids Foundation is the largest provider of mental health support for children on Medicaid in Jacksonville. Their 9 locations provide preventative services which include therapeutic, mental health and behavioral services for children and their families. This funding of \$430,000 goes into effect January 1, 2024 and has up to three annual renewal options.

Motion - Meredith Chartrand-Frisch

Second - Connie Hodges

Approved 3-0

f. Workforce Development Education and Training Services RFP

This program is utilizing funding (up to \$250,000) from the Jacksonville Upward Mobility legislation and provides targeted training sessions, apprenticeships and skills development to disconnected youth. Today's vote is for KHA to move forward in developing the RFP.

Motion - Lawrence Dennis

Second - Meredith Chartrand-Frisch

Approved 3-0

4. Discussion of Activities and Timelines

Connie Hodges reviewed the annual activities, timeline and role of the Governance Committee. The timeline covers November 2023 - July 2024. Dr. Grass then led the discussion regarding dates for upcoming Governance Committee meetings which will take place on January 16th at 2:00pm, March 25th at 9:30am, May 15th at 9:30am and July 17th at 9:30am. The next steps include the Governance Committee reviewing the Board's Bylaws and identifying opportunities for improvement.

5. Public Comments

Mr. Leon Baxton, Communities in Schools, thanked the Board for approving the additional seats and security costs at provider sites. He also emphasized the importance of providing mental health support to students and their families. Mr. Kenneth Darity acknowledged the exemplary work being done by Angel Kids in providing medical care, case management and wrap around services. Marsha Oliver thanked the providers for their hard work in delivering services and meeting the needs of youth and their families. Dr. Grass thanked KHA's Staff for their amazing work and mentioned that the Board will begin meeting with each department to discuss their work and meet team members. Rodger Belcher wrapped up the meeting by expressing his excitement about the work that's being done by KHA Staff and the Board.

6. Adjourn

The meeting was adjourned by Connie Hodges at 10:52 am.

BOARD ACTION ITEM: GRANT APPLICATION: AI FOR HUMAN AGENCY

BOARD ACTION NUMBER: 24-001

CATEGORY: ALL

GOVERNANCE MEETING: JANUARY 16, 2024

FINANCE MEETING: JANUARY 16, 2024

BOARD MEETING: JANUARY 24, 2024

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve the application for the AI for Human Agency grant.
2. Authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder, and all other documents necessary to comply with grant requirements, if awarded, including direct contracts with the partner identified within the grant.

NARRATIVE:

KHA has applied for the AI for Human Agency grant to provide a web based Artificial Intelligence solution to those seeking information regarding services for children and youth in Duval County. The grant was made to known to KHA after the last Board meeting and the deadline was before the following Board meeting. The implementation would allow a parent or caregiver to interact with a user-friendly AI tool that will guide their search by asking relevant questions. The technology will enhance the user's experience by quickly generating a comprehensive list of available desired services. Moreover, through an intuitive conversational interface the user who may not know what types of services are offered will be introduced to the various categories of programming and helped to understand the specifics of those they are interested in learning more about. This technology will provide an intuitive automated solution to help the community quickly and accurately navigate the ever-growing list of services for children and youth in Jacksonville.

KHA prepared this application with NLP Logix, our partner for advanced analytics and machine learning,

FISCAL IMPACT:

Grant awards \$300,000 with no required cash match.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.

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

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

Print Name and Title: _____

Date: _____

Attachment A

Funding Opportunity Name: AI for Human AgencyDate: 12-8-23Deadline(s): December 22, 2023Size of Award: 24 months - \$300,000

Required Match Needed? No If yes, amount and funding: In-kind or cash match is required: Enhancement

Funding Needed? No If yes, amount and funding Index Code:

Prioritized Checklist for Reviewing a Grant Application				
Category	Assessment Question	Yes	No	Unsure
Purpose	Is there a close match between KHA's mission and experience and the funding agency's purpose for providing this grant?	X		
	Is the grant consistent with KHA's Essential Services Plan?	X		
Eligibility	Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville's Ordinance Code?	X		
		X		
Competing Community Partners	Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA?			X
Deadline	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X		
Funding Amount/ ROI	Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)?	X		
	Is the grant award adequate for the investment?	X		
Matching Requirements	Can KHA meet any matching funds requirement?	N/A		
	May in-kind contributions count toward the match?	N/A		
Number of Awards	Is the number of anticipated awards high enough that KHA is likely to be competitive?		X	
Partnering Requirements	Does KHA have time to establish relationships or do we have existing relationships with required partners or are we members of an eligible coalition?	X		
Level of Staffing Available	Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency?	X		
	If not, does the grant provide funding for additional resources?	N/A		
Regularity of Competition	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X
Technical Assistance	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?		X	
Prior Experience	Will a new applicant receive as many points as applicants with previous grants or prior experience?		X	
Priority/Bonus Points	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?	N/A		
Agencies/Providers	Are there any other agencies/ providers currently offering these services?	X		
Youth Served	How many children and/or youth will be served?	All families in KHA's portfolio would have access		

Decision to Write This Proposal: X Yes, pursue No, do not Pursue

Notes:

Approved by: Sacalyn GrassDate: 12-8-23

BOARD ACTION ITEM: **MAYOR’S YOUTH AT WORK PARTNERSHIP (MYAWP), ESC-0315-21, GOODWILL INDUSTRIES OF NORTH FLORIDA, INC.**

CATEGORY: **WORKFORCE DEVELOPMENT**

BOARD ACTION NUMBER: **24-002**

- GOVERNANCE MEETING:** **JANUARY 16, 2024**
- FINANCE MEETING:** **JANUARY 16, 2024**
- BOARD MEETING:** **JANUARY 24, 2024**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**
FROM: **DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

- 1) Amend ESC-0315-21 Mayor’s Youth at Work Partnership (MYAWP) program contract to increase maximum indebtedness by \$1,250,000.
- 2) Authorize the CEO of Kids Hope Alliance to execute a contract and any other documents necessary to accomplish the purpose of the approval in (1) above.

NARRATIVE:

Mayor’s Youth at Work Partnership (MYAWP) program, ESC-0315-21 as awarded to Goodwill Industries of North Florida, Inc., overarching goal is to provide participating youth and young adults with a set of work-related skills and experiences that prepare them to succeed in employment.

The current recommendation is to provide an additional \$1,250,000, which was provided by the Mayor’s office for this purpose, to increase the number of participants for Summer 2024 from 300 participants to 600 participants. The City of Jacksonville is committed to creating positive career pathways for youth and young adults in Duval County.

FISCAL IMPACT:

The provider listed above will receive additional funding as indicated above in the amount not to exceed \$1,250,000.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.

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

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

Print Name and Title: _____

Date: _____

Kids Hope Alliance Board Bylaws

Article I.

Name; Official Tagline

Section 1.1 Name; Official Tagline. The Kids Hope Alliance (“KHA” or “Board”) is a public body existing as a board within the Executive Branch of the Consolidated Government of the City of Jacksonville. The official tagline for the Kids Hope Alliance is the "Kids Hope Alliance: The Jacksonville Partnership for Children, Youth and Families.”

Article II.

Creation; Purpose; Jurisdiction

Section 2.1 Creation. The KHA was created pursuant to City of Jacksonville Ordinance 2017-563-E, effective October 18, 2017 and codified in Chapter 77, *City of Jacksonville Ordinance Code*.

Section 2.2 Purpose. The KHA is responsible for comprehensively developing, overseeing, managing and implementing the Essential Services Plan for Kids (the “Plan”), as most recently adopted by the Board.

Section 2.3 Jurisdiction. The Kids Hope Alliance may implement the programs, services and activities under the Essential Services Plan for Kids throughout the General Services District (Duval County, Florida).

Article III.

Board Powers; Policies; Hiring, Evaluating and Dismissing Chief Executive Officer

Section 3.1 Powers of the Board. The Board’s powers and duties are set forth in Chapter 77, *City of Jacksonville Ordinance Code*, as may be amended (the “Ordinance”).

Section 3.2 Board Policies. The Board will be responsible for reviewing, developing and approving policies, consistent with the Ordinance and the Plan, to drive the direction, scope, and priorities of the Kids Hope Alliance.

Section 3.3 Hiring, Evaluating and Dismissing of Chief Executive Officer. The Board shall hire the Chief Executive Officer for the Kids Hope Alliance in accordance with the Ordinance. The Board shall create an annual process for evaluating and assessing the Chief Executive

Officer. The Board may dismiss the Chief Executive Officer by formal action with assistance from the City's Employee Services Department and consistent with the City's human resource policies and requirements.

Article IV.
Fiscal Authority

Section 4.1 Fiscal Year. The KHA's fiscal year shall commence on October 1 and end on September 30. Consistent with the Ordinance and as authorized by the City's approved annual budget or other appropriation ordinance, the Kids Hope Alliance shall direct the expenditures of all funds annually budgeted and appropriated to KHA to fund children's services, activities and programs related thereto.

Section 4.2 Budget. The KHA proposed budget shall be prepared and submitted in accordance with the Ordinance.

Article V.
Membership; Attendance; Organization

Section 5.1 Member. The Kids Hope Alliance shall consist of seven (7) voting members appointed by the Mayor and confirmed by the Council.

Section 5.2 Board Liaisons. There shall be four (4) permanent liaisons present at Board meetings which shall include the:

- a. State Attorney or Chief Assistant State Attorney
- b. Sheriff or the Under Sheriff
- c. Public Defender or Chief Assistant Public Defender
- d. Superintendent of Schools or Assistant Superintendent

Additionally, the Council President may annually assign a Council Member as a liaison. Liaisons shall not be considered members of the Board for Florida's Open Meetings Laws purposes.

Section 5.3 Terms. Voting members shall serve staggered four year terms or until their qualified successors have been appointed and confirmed. No member may serve more than two consecutive terms. Two members shall serve initial terms of two years and two members shall serve initial terms of three years.

Section 5.4 Attendance. Board members are expected to attend board meetings. Board members that are excessively absent from board meetings may be required to explain such absences to the City Council Rules Committee during a member's reappointment.

Section 5.5 Conducting Business. The Board will conduct its affairs consistent with the Organization of Boards and Commissions as codified in Chapter 50, *City of Jacksonville Ordinance Code*. The meetings of the KHA shall be conducted in accordance with *Robert's Rules of Order Newly Revised*.

Section 5.6 Removal. Members may be removed or replaced by the Mayor at any time with a two thirds vote of the council.

Section 5.7 Vacancy. If a member shall cease to be qualified for membership under the provisions of this Chapter while in office, then the member's term shall automatically expire and the office shall be vacant for purpose of appointing a new member. Each member vacancy shall be filled for the remainder of the respective member's unexpired term.

Section 5.8 Compensation. Members shall serve without compensation, pension or retirement benefits but may be reimbursed for travel and other expenses consistent with Chapter 106, Part 7, *Ordinance Code*.

Article VI.
Officers; Term; Elections; Duties and
Responsibilities

Section 6.1 Officers. The officers of the KHA are Chair, Vice-Chair, Treasurer and Secretary.

Section 6.2 Term. Officers shall be elected each June for a term of one year. A board member may serve as chair for no more than two consecutive terms.

Section 6.3 Election of Officers. The election of Board Officers shall take place at each June meeting of the Board, which may be preceded by a meeting of the Board's nominating committee. A nominating committee may be composed of the Board acting as a whole or such other Board membership as designated by the Chair. A Chair, Vice-Chair, Treasurer, and a Secretary shall be elected by the Board for a one-year term. Officers will be elected by a majority vote of the Board.

Section 6.4 Duties and Responsibilities:

- a) Chair. The Chair shall preside at all meetings of the KHA. The Chair shall designate from time to time such special committees as the Chair deems appropriate and shall designate the subject matter assigned to each committee for consideration. The Chair will appoint Chairs for each committee and designate the members for each committee. In the event of the Chair's absence, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be conducted by the KHA and a permanent Chair elected. The Chair will also serve as the Board's representative to the City Council, the media, and any other public and/or private organizations.
- b) Vice Chair. The Vice- Chair shall perform such duties as are assigned by the Chair. In the event the Chair's absence, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be conducted and a permanent Chair elected.
- c) Treasurer. Treasurer will Chair the Finance Committee and bring recommendations to the full board regarding all fiscal matters.

d) Secretary. KHA staff shall be responsible for keeping reasonable minutes for each Board meeting in accordance with Florida law, including committee, sub-committee meetings and task force meetings. The Secretary shall review and approve the minutes prior to Board approval. The Secretary shall perform such other duties as from time to time may be assigned by the Chair.

Article VII.
Meetings and Quorum

Section 7.1 Regular Meetings. Consistent with Chapter 50, *City of Jacksonville Ordinance Code*, the KHA shall meet at least quarterly or at times at the call of the Chair.

Section 7.2 Code of Ethics. The KHA shall conduct all business according to law including Chapter 112 (Ethics in Government) and Chapter 602, *City of Jacksonville Ordinance Code* (The City of Jacksonville Ethics Code).

Section 7.3 Quorum. Four members physically present shall constitute a quorum of the Board.

Section 7.4 Open meetings/Sunshine laws. All Board meetings, including, but not limited to, committee meetings and any meetings between two or more Board members, shall be open to the public and compliant with Florida Open Meetings Laws, codified in Sections 286.011 and 286.0115, Florida Statutes. Meetings must be held in places in accordance with section 602.1208, *City of Jacksonville Ordinance Code*.

Section 7.5 Telephone/Virtual Participation by Member. Consistent with Florida laws governing local governmental entities, if a physical quorum of the Board has been met at a meeting, members may participate by telephone or virtually, including voting on matters, provided the reason for the member's physical absence is due to an extraordinary circumstance such as illness, out-of-town trips, an emergency situation or other comparable circumstances.

Article VIII.
Committees

Section 8.1 Standing Committees. The Board shall have two standing committees: 1) Governance committee and 2) Finance Committee. A quorum of the standing committee shall consist of a majority of the committee members. Standing committees shall meet as needed and make recommendations to the Board within the jurisdiction of the respective standing committee. The Chair has the sole authority to suspend a standing committee, until it is deemed appropriate that the committee return to regular operation.

Section 8.2 Governance Committee. The Governance Committee consists of a minimum of three members. The Governance Committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the Board of Directors. The Governance Committee shall also review and make recommendations regarding:

- Board assessments;
- CEO evaluations;
- Review of policies related to governance matters (i.e., CEO delegation authority);

- Hiring of CEO
- Grant Requests for Submissions
- Program Proposals (i.e. Request for Proposals, Sole Sources)

Section 8.4 Finance Committee. The Finance Committee consists of a minimum of three members. The Finance Committee is responsible for ongoing review and recommendations of the financial functions. The Finance Committee shall also review and make recommendations regarding:

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

Section 8.5 Ad Hoc Committees. The Chair may establish from time-to-time ad hoc committees that he/she deems necessary to properly conduct the affairs of the Alliance.

Section 8.6 Committee Quorum and Substitute Member Designation(s): If no quorum is present at any regular, special, or adjourned meeting of any committee of the Authority, then any available members of the Board who are not already members of such committee may be designated as substitute members to act at such meeting in the place and stead of absentee committee members. Any committee member may designate another member of the Board as a substitute member to act in his place and stead at any meeting where he/she cannot personally be present. In absence of such advance designation, the following persons, in the order named, are authorized to designate substitute committee members: the Board Chair, the chair of the committee, or the regular members of the committee present. Members designated as substitute committee members shall be treated as regular members for the purpose of determining whether a quorum is present and shall have full committee member rights (i.e., voting, participation, etc.).

Article IX.

Conflict of Interests; Voting Conflicts; Annual Sunshine, Public Record and Ethics Training, Appearances Before the Board

Section 9.1 Conflict of Interests; Voting Conflicts. Board conflicts of interests and voting conflicts will be governed by Chapter 112, Part 3 (Code of Ethics for Public Officers and Employees), *Florida Statutes*, and Chapter 602 (Jacksonville Ethics Code), *City of Jacksonville Ordinance Code*. All potential Board conflicts of interests and voting conflicts should be reviewed by the Office of General Counsel or the City's Ethics Office.

Section 9.2 Annual Sunshine, Public Records and Ethics Training. In addition to the required training under Section 50.109, *City of Jacksonville Ordinance code*, the Office of General Counsel in consultation with the City's Ethics Office shall provide annual training to the Board regarding Florida's sunshine, public records and ethics laws.

Section 9.3 Appearances Before the Board. The Board shall allow for a public comment period during each Board and committee meeting. There will be a three (3) minute time limit on any presentation and the public comment period shall be limited to fifteen (15) minutes. As permitted by section 286.0114 Florida Statutes, the Board Chair may decline to hear any matter

that does not relate to a particular agenda item; is not practicable for a particular meeting; or is outside the Board's jurisdiction. Those requesting to speak shall be called upon on a first come, first-serve basis. The Chair is authorized to implement other reasonable procedures for the smooth and effective operation of the public comment period. At the discretion of the Chair, the Chair may further recognize any individual to address the Board during the discussion of a particular agenda item.

Article X.
Amendment

Section 10.1 Amendment; These Bylaws shall be amended by a majority vote of the KHA Board in any manner consistent with the provisions of Chapter 50 and 77 of the *City of Jacksonville Ordinance Code* at any meeting-

Article XI.
Applicable Laws

Section 11.1 Applicable Laws. KHA and its staff and employees shall be governed by the Florida's Open Meetings Laws, Public Records Law, and Ethics Laws as codified in Chapters 286, 119, and 112, Part 3, *Florida Statutes*, as applicable, and the ethics laws codified in Chapter 602, *City of Jacksonville Ordinance Code*.

Adopted by the Board on December 8, 2021.