



Kids Hope Alliance Governance and Programs Committee Agenda

DATE: Mon February 7th, 2022

TIME: 12:30pm - 2:00pm EST

LOCATION: Kids Hope Alliance Board Room

GROUPS: KHA Staff, Governance and Programs Committee

1. **Approval of the Minutes**

Rose Conry

[11.29.21 Governance and Programs Committee Minutes.pdf](#)

2. **New Business**

a. **Mentoring and Training Services for Providers**

Tyrica Young

[22-001 Mentoring and Training Services for Providers Action Item.docx](#)

3. **Board Discussion**

a. **CEO Evaluation**

[KHA-CEO-performance-appraisal-process-and-assessment-form.pdf](#)

b. **Annual Timeline and Goals**

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

4. **Public Comment**

5. **Next Steps and Meeting Schedule**

1. Introductions and Instructions

Rose Conry called the meeting to order at 12:35 and welcomed fellow committee members Kevin Gay and Marsha Oliver. Board Chairman Dr. Marvin Wells, and Office of General Counsel Representative Lawsikia Hodges were also in attendance. No members were absent

2. Approval of the Minutes

Approved 3-0.

3. New Business

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

Tyrica Young

Tyrica Young presented the action item. Marsha Oliver made the motion, Kevin Gay made the 2nd. Kevin Gay asked about where the idea came from for this project. Mike Weinstein responded that the providers in this item were written into the legislation from roughly three years ago, giving KHA no flexibility on who the providers for this project will be. No public comment. The item was approved 3-0.

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

Tyrica Young

Tyrica Young presented the action item and noted that it was related to the previous item. Kevin Gay made the motion. Marsha seconded. No public comment. Approved 3-0.

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

Tyrica Young

Rose Conry stated a voting conflict for this item, and that she filed form 8b regarding this conflict and would be abstaining from discussion. Tyrica Young presented the action item. Marsha Oliver asked to confirm that all of the youth placed through MYAWP for this project will be STEM related. Dr. Saralyn Grass confirmed that at least a portion of all their time would be spent at the hub. Kevin Gay asked what the total project allocation is for the NW Jacksonville STEM hub. Mr. Weinstein said the total grant from the state is worth \$1,000,000 with about 40% going to software equipment and furniture from the program. Marsha motion, Kevin 2nd. No public comment. Approved 2-0.

4. Board Discussion

a. Review Board Bylaws

Mr. Weinstein explained the process for the bylaws and went through each proposed change of the bylaws. Kevin Gay asked about the reappointment process and where each Board member stands in their terms. Mr. Weinstein explained the reappointment process. Marsha Oliver asked a question about a change to the bylaws related to the election of Board officers. Mr. Weinstein explained that it was unusual to have a public comment provision solely for the election of Board officers, and they included a dedicated section in the bylaws to public comment covering all voting board affairs. No public comment. Approved 3-0.

b. Review Annual Timeline and Goals

Dr. Saralyn Grass provided a suggested timeline for the Governance and Programs Committee and suggested goals. Mr. Weinstein brought to the Board's attention that the Kids Hope Alliance is now four years old, and the staff is looking at suggestions to change the founding ordinance. Chairman Gay asked if the Ordinance requires a CEO evaluation. Mike Weinstein responded by saying that it is required by the bylaws but the Board has never completed one., however this will be the next action of the committee. The Board agreed to the suggested timeline and actions but a formal vote was not necessary.

c. Review Board Approved Policies

Shari Shuman presented the board policies. Mrs. Shuman explained the formal process for policy review annually in July. Mrs. Shuman presented the approval of grant applications policy. The change that is being recommended to this policy was to remove the date of expiration because the annual review will be taking place instead. The Board approved the reviewed policy. Mrs. Shuman presented the delegation of C.E.O. authority to the C.A.O. policy which has no recommended changes. The Board approved the policy. Mrs. Shuman presented the delegation of Board authority to the C.E.O. policy to the Board. The change that is being recommended to this policy was to remove the date of expiration because the annual review will be taking place instead. The board approved the review policy. Mrs. Shuman presented the small provider definitions policy. There was a recommended change to remove a line in the definition. The board discussed ways to change the definition of small providers to make operations of these small providers more flexible. Lawsikia Hodges recommended the change on (a) to read "be a non-profit entity and, as applicable, in good standing with the division of corporations and have been in existence for a minimum of one year". The Board approved.

5. Public Comment

Leon Baxton had a public comment regarding Communities in Schools commitment to mentoring small providers.

6. Next Steps and Meeting Schedule

Meeting adjourned at 1:52.

BOARD ACTION ITEM: EXPEND FUNDS IN THE TRUST FUND TO PROCURE MENTORING AND TRAINING PROFESSIONAL SERVICES FOR PROVIDERS

ESSENTIAL SERVICE CATEGORY: ALL

BOARD MEETING:

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize the CEO of KHA to expend funds from the Kids Hope Alliance trust fund to procure Mentoring and Training Professional Services for Providers in the amount up to \$80,000.

- 2) Authorize the CEO of KHA to take all other actions necessary to accomplish the actions approved in (1) above.

NARRATIVE:

Kids Hope Alliance Trust Fund, Sec. 111.850, states funds 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.

Mentoring services will be provided to small providers. Training programs will be offered to all providers to assist non-profit agencies/providers in capacity building, navigating the City of Jacksonville's procurement process and KHA's contract execution and deliverables processes.

FISCAL IMPACT:

The Mentoring and Training Professional Services will be funded through Kids Hope Alliance trust fund in the amount of up to \$80,000.

PROGRAMMATIC IMPACT:

The Mentoring and Training Professional Services for providers will provide for optimization of non-profit agencies to effectively navigate and procure KHA funds.

GOVERNANCE/PROGRAM IMPACT:

1. This request requires KHA Board Approval.

OPTIONS:

1. Vote to approve staff recommendations.

2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:

Staff recommends approval.



KHA - Chief Executive Officer Performance Appraisal Process and Assessment Form

DESCRIPTION OF THE PROCESS

1. The Chairman of the Board initiates the CEO performance by asking each Board member to appraise the CEO's performance using the performance assessment form. (If a board member needs additional information to fill out the appraisal and would like to meet with the CEO, a meeting will be scheduled with the individual board member.)
2. Once complete, each board members will send their appraisal to Human Resources, who will compile responses and averages scores.
3. The average scores will be sent to the Chair, who will present a summary to the Board for approval. The Chair incorporates modifications requested by the Board and prepares final documentation of the appraisal. The final appraisal will be signed by the Chair and CEO.
4. The CEO will schedule meetings with each Board member to discuss their evaluation and obtain any further feedback.

This process meets all public records and sunshine laws.

Employee Name: Michael Weinstein
Job Title: Chief Executive Officer

Review Period: 3/1/2020-2/28/2022
Department: Kids Hope Alliance

Board Member: _____ **Date:** _____

Assessment of Key Accountabilities

Please evaluate the CEO’s performance for each Key Accountability. You may provide comments for each as you see fit or leave the comments section blank. If you feel you do not have enough information or have not been on the Board long enough to observe a particular Key Accountability, you may mark N/A.

Key Accountabilities Description of Accountabilities	Please Circle the Applicable Performance Factor and Write in Your Comments				
	Meets minimal expectations	Meets some expectations	Meets expectations	Exceeds expectations	Don't Know or Not Applicable
Organizational Effectiveness	1	2	3	4	N/A
Builds and fosters relationships with KHA partners, schools, City Council, and community organizations.	Comments:				
Thinks Strategically & Communicates the Vision	1	2	3	4	N/A
Demonstrates critical thinking, strategic planning, implements the plan to action, and communicates the vision.	Comments:				
Leads Organizational Change	1	2	3	4	N/A
Acts as a change agent, encourages innovation, adapts to change, and manages through change.	Comments:				

Assessment of Key Accountabilities *(continued)*

Key Accountabilities Description of Accountabilities	Please Circle the Applicable Performance Factor and Write in Your Comments				
	Meets minimal expectations	Meets some expectations	Meets expectations	Exceeds expectations	Don't Know or Not Applicable
Personal Effectiveness & Development	1	2	3	4	N/A
Demonstrates accountability, self-direction and motivation, personal and professional development and self-management.	Comments:				
Team Development	1	2	3	4	N/A
Builds trust among team members and creates a positive, productive atmosphere that fosters co-operation, teamwork and interdependence.	Comments:				
Essential Services Plan	1	2	3	4	N/A
Oversees, implements, and manages the essential services, incorporating research on children and youth to identify and implement best practices and models.	Comments:				
Budget Oversight	1	2	3	4	N/A
Directs the preparation and monitoring of the annual budget ensuring that spending is within appropriate guidelines established by the City.	Comments:				

Summary Evaluation and Comments

Record any additional comments about the CEO's performance you wish to mention. You may also comment on any circumstances that may have influenced the CEO's performance during the year.

Governance and Programs Committee Timeline

Month	Goal
Dec 2021	Review Annual Timeline & Goals Review Board Approved Policies
Feb 2022	CEO Evaluation Tool
Apr 2022	Review Board Assessment Tool Preliminary Discussion on Focus/Impact Priorities
Jun 2022	Board Assessment Results
Aug 2022	Review Annual Timeline & Goals
Oct 2022	Review Board Approved Policies
Dec 2022	Grant Review

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)