

Kids Hope Alliance – January Finance Meeting Minutes

January 16, 2024

1. Introductions and Instructions
Cynthia Nixon, Finance Chair

Cynthia Nixon called the meeting to order at 3:30 p.m. and introduced herself as the Finance Committee Chair. She then asked the other Finance Committee members and KHA Staff to introduce themselves.

Mrs. Nixon asked for a motion to allow Committee Member Kevin Gay to vote for action items on today's agenda since he joined the call via Zoom.

Motion: Carson Tranquille
Second: Cynthia Nixon
Approved: 2-0

Members Present – Cynthia Nixon, Carson Tranquille, Kevin Gay

2. Public Comments

Mrs. Nixon explained that public comments would be taken for each item on the agenda. Comments must be made 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 – Mrs. Nixon asked the Finance Committee to review the minutes from the November meeting and advise if there were any revisions. There were no changes so she asked for a motion to approve the minutes.

Motion: Carson Tranquille
Second: Cynthia Nixon
Approved: 2-0

4. New Business

- a. KHA Financial Reports
Jessica Pitts, Finance Director

Jessica Pitts reviewed the following reports: Operating Fund – With Year End Projections, DOJ Project Rise, SAMHSA-JSOCC, SAMHSA-reCAST, SAMHSA-CREATE, Comprehensive Anti-gang Youth Program, Criminal Justice Reinvestment Grant, KHA Trust Fund, American Rescue Plan Fund, Youth Travel Trust Fund, and the Jacksonville Upward Mobility Program. Mrs. Nixon asked if there were any public comments. There were none.

b. Grant Application: AI for Human Agency Grant

Dr. Grass explained that this grant was from a foundation and due to the two-week due date, we applied. The grant proposes to create artificial intelligence on our website enabling parents to access programming information. Unfortunately, we did not receive the grant, but we have been asked to apply if funds become available.

Mrs. Nixon asked for any public comment. There was none.

Motion: Carson Tranquille

Second: Kevin Gay

Approved: 3-0

c. Mayor's Youth at Work Partnership

Kenneth Darity, Chief Administrative Officer

Mr. Darity explained that this action item requires approval for a contract amendment to increase Goodwill's maximum indebtedness by \$1,250,000. The current funding is \$1,300,000. This funding would allow Goodwill to increase the number of students it serves from 300 to 600. The RFP will be advertised this Fall for a start date of 2025.

Mrs. Nixon asked for any public comment. There was none.

Motion: Carson Tranquille

Second: Kevin Gay

Approved: 3-0

5. Finance Activities

Cynthia Nixon, Finance Chair

Dr. Saralyn Grass, Chief Executive Officer

a. January – Review Board Approved Policies

Advance Payment Policy - Mrs. Nixon indicated that there are two board policies related to Finance that will be discussed today which include the Advance Payment Policy and the Audit of Financial Statements. Jessica Pitts explained that there was one correction to the Advance Policy: to change the advance percentage from 20% to 25%.

Mrs. Nixon asked for any public comment. There was none.

Motion: Carson Tranquille

Second: Cynthia Nixon

Vote: 3-0

Audit Procedure – Jessica Pitts explained that this policy outlines the required audit documentation for providers based on the amount of their contract.

Mrs. Nixon asked for any public comment. There was none.

Motion: Cynthia Nixon
Second: Carson Tranquille
Vote: 3-0

b. March – Mid-Year Review w/Projections, Review of Renewals, Preliminary Discussion on Budget Priorities

Dr. Grass explained that we will begin working on the preliminary budget in March and it is due to the City's Budget Office in April. When preparing the budget, we meet internally to obtain staff feedback on projected spending for supplies and travel. If we need to make changes to the budget, we will present them to the Finance Committee for approval and then forward to the Budget Office.

Mrs. Nixon asked if there were any additional discussion items, but there were none.

6. Public Comments

Mrs. Nixon asked if there were any public comments. Richard Cuff introduced himself as the Executive Director of the League of Florida Orchestras. This program has been in existence for 17 years and teaches 3 and 4-year-olds to play the violin in preschool. His goal is to work with the city, Lutheran Social Services, and the Early Learning Coalition to develop a 5-year pilot program to prevent gang prevention. Dr. Grass indicated that she would like to meet with him and she also told him about the upcoming KHA 101 meetings. There were no additional public comments.

7. Adjourn

The meeting was adjourned at 4:23 p.m. by Cynthia Nixon.