



**FINANCE COMMITTEE MEETING SUMMARY**  
**January 14, 2019**  
**9:30 AM – 10:30 AM**

**Voting Board Member Attendees:**

Tyra Tutor  
Dr. Marvin Wells

**Staff:**

Joe Peppers, Cynthia Nixon, Delores Williams, Adam Miller, Mary Tobin, Dae Lynn Helm, Jennifer Blalock, Joyce Watson, Katoia Wilkins, Tyrica Young, Lavetta McCoy and Mary Nash.

**COJ Staff:**

Julia Davis, Office of General Counsel.

**Guests:** Leon Baxton, CIS; Kristin Carter, Take Stock in Children; Janet Regan, Sanctuary on 8<sup>th</sup> Street; Terri Florio, Mal Washington.

**CALL TO ORDER**

The Finance Committee Meeting was called to order at 9:30 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked for approval of the minutes. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor asked 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 approval of the minutes was passed. Ms. Tutor turned the floor over to Cynthia Nixon, Kids Hope Alliance Finance Director.

Cynthia Nixon started by saying the first page of the report is the information requested by Board chair, Kevin Gay. This is a combined report that showed City funded and grant funded accounts into one report. Ms. Nixon went through each grant and line item in detail. Ms. Nixon stated there are grants in which we operate in arrears but then we submit for reimbursement. The Kids Hope Alliance is two months into the fiscal year and everything is on track. Ms. Nixon stated that Kids Hope Alliance has hired two new staff members to help with site monitoring. KHA has received a new 21<sup>st</sup> Century Grant and will have to be appropriated. Ms. Nixon is anticipating this grant to start sometime in March.

The Youth Travel Trust Fund is open and no applications have been received. Advances have been given to the awardees of the Stop the Violence Mini Grant and receipts should start to come in for processing.

Ms. Nixon stated that the next report is from the Council Auditors Office. This is a twelve month report that ended September 30, 2018. Ms. Nixon stated that Kids Hope Alliance has a positive variance that will roll into fund balance. Kids Hope Alliance has asked for those funds back and is in meetings with City Council Representatives. Kids Hope Alliance is going through a grant



performance audit. Ms. Nixon explained that the audit covers grant compliance, guidelines and the proper reports and documentation. Other items discussed during the finance report are below.

**Finance Report items discussed:**

All Operation Funds Indexes	21 <sup>st</sup> Century Community Learning Center Grant
Afterschool Food Program Grant	Healthy Families Grant
SAMHSA Grant	Wallace Foundation Grant
Youth Travel Trust Fund	Jax Kids Book Club
Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant	

**New Business Action Items**

**Tyrica Young introduced the Summer Food Services Program Grant.**

Ms. Young stated this renewal request has an adjustment to the budget to accommodate the deficit from last year. The vendor will operate during the summer and provide services to an estimated one hundred and seventy sites throughout Jacksonville. There was discussion on the legislative process and if that will be required. Ms. Nixon stated that it will require a TD, Transfer Directive. Ms. Tutor stated that the wording on the action item under fiscal impact needs to be removed. Ms. Nixon went over the process for the Mayors Budget Review Board (MBRC).

Ms. Tutor asked for a motion to approve the Summer Food Service Program Grant. Dr. Wells 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 passed.

**Mary Tobin introduced the Contract Extension.** The committee is asked to approve a six month contract extension for the listed programs. Ms. Tobin asked the committee to recall a similar request back in August where the board approved a six month extension with the option to give an additional six month if needed. Kids Hope Alliance staff will be working towards a new RFP to bid out future contracts. The subject changed to a proposal from Mr. Peppers the will use the carry over dollars to fund a variety of additional programs. There was discussion on the programs listed on the page and if the funding will be one time or reoccurring. Other concerns were if the programs are existing or new programs to Kids Hope Alliance and how was it determined who will get funded. Ms. Nixon stated that Mr. Mousa wanted to see something laid out before asking for the carryover in fund balance. Mr. Peppers feels positive about getting those funds back and putting them to good use. There will be community task force meetings and presentations to the board. The Finance Committee suggested that this be an action item for the next board meeting. Ms. Davis suggested that the action item have specific information and dates. Ms. Tutor asked that the committee take a vote on the Contract Extension action item and then address the carryover fund balance. Dr. Wells made a motion to approve the contract extension request 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.



**KIDS HOPE ALLIANCE**  
The Jacksonville Partnership  
for Children, Youth & Families

**Carry over dollars in fund balance.** Mr. Peppers talked about the \$1.5 Million unspent funds from contracts that will roll over into Kids Hope Alliance Fund Balance. These funds are normally swept by the City but Mr. Peppers has asked to use them. There was discussion on whether there will be funding available to fund the programs in the future that are listed as reoccurring and if not it was suggested to remove them as reoccurring.

Mr. Peppers stated he would work with legal to iron out the action item and he would add more contexts for the board meeting.

Ms. Tutor suggested that the following information be included on the action item.

Is it an existing or new vendor?

Will there be RFP for all contracts and if not, why

If Reoccurring, how does it get funded in the future

Are all rules being followed for the process?

Ms. Tobin stated that staff will work with General Counsel's Office to get the action item and bring before the Board. Dr. Wells asked if the committee needed to approve the request to carry over fund balance that will increase program funding in order to present to the board. Ms. Tutor asked for a motion to approve the \$1.5 Million fund balance and present to the Board. Dr. Wells 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 passed.

**Public Comment**

None

**ADJOURN**

The meeting was adjourned at 10:43 a.m.