



November Governance Meeting  
November 13, 2024, 9:00 a.m. – 10:00 a.m.

1. Introductions and Instructions  
Meredith Chartrand-Frisch, Governance Chair
  
2. Public Comments  
Public comments will 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 September Minutes  
Meredith Chartrand-Frisch, Governance Chair
  
4. New Business  
Dr. Saralyn Grass, Chief Executive Officer  
Kenneth Darity, Chief Administrative Officer
  - a. Lutheran Services Lease Extension
  - b. Teen Court Exemption Contract
  - c. Out of School Time Contract Amendment
  - d. Read Jax Literacy Contract Amendment
  - e. Healthy Families Sole Source Contract
  
5. Governance Activities  
Meredith Chartrand-Frisch, Governance Chair  
Dr. Saralyn Grass, Chief Executive Officer
  - a. Review Assessment Tools
  - b. Discuss Preparation for Next Month's Activities
  
6. Public Comments
  
7. Adjourn



**Kids Hope Alliance - September Governance Meeting Minutes**  
September 18, 2024

1. **Introductions and Instructions**

Meredith Chartrand-Frisch, Governance Committee Chair

Ms. Chartrand-Frisch started the meeting at 8:45 a.m. introductions were done.

2. **Public Comments**

*Public comments will 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 May Minutes**

Meredith Chartrand-Frisch, Governance Committee Chair

4. **New Business**

Rodger Belcher, Chief Strategy Officer

Kenneth Darity, Chief Administrative Officer

a. JUMP: Jacksonville Arts and Music School, Inc.'s What a Leader Program

Mr. Belcher provided a summary of the JAMS What a Leader program. The Governance Committee was asked to amend or initiate a contract with the Jacksonville Arts and Music School's What a Leader program for \$100k based on a sole source exemption.

Authorize the CEO to execute contracts with up to a 10% increase and any other documents necessary to accomplish the purposes of the approval previously stated.

Authorize funding for two subsequent years to align with KHA's most recent award contract terms. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior as well as the availability of funding.

Motion: Mr. Dennis

Second: Mr. Gay

Approved: 3-0

b. Coding in Color Expansion: 100 Black Men, Inc.

Mr. Darity reviewed the Coding in Color Expansion initiative with the Governance Committee as outlined below:

The Board is asked to:

Amend the current contract with 100 Black Men, Inc. for its Jacksonville STEM Center program Coding in Color for an additional one-time increase of \$150,000.

Authorize the CEO of Kids Hope Alliance to execute a contract and any other documents necessary to accomplish the purpose of the above approval.

Motion: Connie Hodges  
Second: Lawrence Dennis  
Approved: 3-0

5. **Governance Committee Activities**

Meredith Chartrand-Frisch, Governance Committee Chair  
Dr. Saralyn Grass, Chief Executive Officer

a. Governance Committee Annual Activities Plan

Dr. Grass presented a draft timeline for the Governance Committee' Annual Activities Plan

b. Review of Board Survey & CEO Evaluation

After a robust discussion, the committee made the following recommendations:

- Adopt the same due date for the Board Survey and CEO Evaluation
- Implement a Provider Survey
- Ensure the CEO evaluation is completed in July when people are added to the Board by the Mayor's office.
- Take the information discussed today and add it to the agenda item for the next meeting.

c. Governance Committee Annual Meeting Dates/Times

The time was moved to 9:00 am. Dates stayed the same.

6. **Public Comments**

Communities in Schools stated that they had a visit with Superintendent Bernier, and he is pleased with what they're doing in the areas of literacy and academics.

Donna Stable, Northeast Florida Executive Director for Better Together, indicated that they are a Foster Care Prevention program. They are working with families who are experiencing a crisis so that they're not at risk of their children entering the foster care program. They also match families with job coaches and mentors.

John Mooney spoke about the issues with waterways on the roads and other issues that need to be addressed.

7. **Adjourn**

Ms. Chartrand-Frisch adjourned the meeting at 9:27 a.m.

---

**BOARD ACTION ITEM:** LUTHERAN SERVICES FLORIDA LEASE EXTENSION

**BOARD ACTION NUMBER:** 24-029

**CATEGORY:** N/A

**GOVERNANCE MEETING:** NOVEMBER 13, 2024

**FINANCE MEETING:** NOVEMBER 13, 2024

**BOARD MEETING:** NOVEMBER 20, 2024

---

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

---

**REQUESTED ACTION:**

The Board is asked to:

- 1) Ratify and approve the filing of legislation by the Kids Hope Alliance (KHA) staff asking the City Council to approve a six-month extension to an existing lease agreement with Lutheran Services Florida.

**NARRATIVE:**

KHA is seeking City Council approval to authorize a six-month extension to an existing lease agreement with Lutheran Services Florida (LSF). LSF leases office space within the KHA building located at 1095 A. Philip Randolph Boulevard and their current lease with KHA is set to expire on December 31, 2024. The extension will extend the agreement through June 30, 2025, which will align with their contract cycle for their Head Start grant, which is currently out to bid.

**FISCAL IMPACT:** The lease is for \$0.00 so there is no fiscal impact.

**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: \_\_\_\_\_

---

**BOARD ACTION ITEM:** **FOURTH JUDICIAL CIRCUIT COURTS OF FLORIDA, TEEN COURT PROGRAM – ADMINISTRATIVE AWARD REQUEST, EXEMPTION FROM COMPETITIVE SOLICITATION**

**BOARD ACTION NUMBER:** **24-030**

**ESSENTIAL SERVICES CATEGORY:** **JUVENILE JUSTICE**  
 **GOVERNANCE MEETING:** **NOVEMBER 13, 2024**  
 **FINANCE MEETING:** **NOVEMBER 13, 2024**  
 **BOARD MEETING:** **NOVEMBER 20, 2024**

---

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

---

**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve funding for services with the Fourth Judicial Circuit Courts of Florida -Teen Court Program as an administrative award, exempt from competitive solicitation.
- 2) Approve Year 1 Funding in the amount of \$187,000 for the period 2/1/25 -5 /31/26. Subsequent year 2 and year 3 renewals will run from June 1 through May 30 and be in the amount of \$140,000 per year, to align with the current portfolio.
- 3) Authorize the CEO of Kids Hope Alliance to execute contracts and amendments as necessary.

**NARRATIVE:**

The current contract ends on January 31, 2025, and the provider has exhausted all renewal options. Board approval will ensure continuation of services. Upon approval, staff will initiate a request for an administrative award through the City’s Procurement Division.

Teen Court provides sanctions and clinical services to young people, up to the age of 18, who have been issued a civil citation for a misdemeanor offense in lieu of being arrested.

Using traditional Teen Court mock trials or restorative justice principles at the Neighborhood Accountability Boards, youth are issued individualized sanctions and clinical interventions to be completed within a 90-day time period. Case Managers are assigned to every case to provide weekly guidance and accountability throughout each youth's time in Teen Court.

Upon successful completion of Teen Court, the civil citation is satisfied, and no arrest or criminal charges will be associated with the youth.

Successful outcomes of the program:

- Reduces deep-end involvement in the juvenile justice system

- Incorporates accountability, therapeutic, family support, and youth development activities that strengthen protective factors and reduce risk factors that lead to delinquent and maladaptive behavior

**FISCAL IMPACT:**

Year 1 Funding amount \$187,000.00

Year 2 Funding amount \$140,000.00

Year 3 Funding amount: \$140,000.00

**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: \_\_\_\_\_

---

**BOARD ACTION ITEM:** ESC-0349-23 AFTERSCHOOL AND SUMMER PROGRAMMING – CONTRACT AMENDMENTS

**ESSENTIAL SERVICES CATEGORY:** OUT OF SCHOOL TIME

**BOARD ACTION NUMBER:** 24-031

**GOVERNANCE MEETING:** NOVEMBER 13, 2024

**FINANCE MEETING:** NOVEMBER 13, 2024

**BOARD MEETING:** NOVEMBER 20, 2024

---

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

---

**REQUESTED ACTION:**

The Board is asked to:

Approve the following contract amendments under ESC-0349-23.

- 1.) Amend contract amounts increasing the cost per child rate from **\$12.50** to **\$14.41** for afterschool locations as stated in Exhibit 1 as well decreasing by any unspent summer funds.
- 2.) Add three additional sites for **Communities In Schools of Jacksonville, Inc., Wayman Community Development Corporation, Inc. and Boys and Girls Club of NE FL, Inc.** starting January 1, 2025, through May 31, 2025 so they may finish out the school year. Sites are highlighted on Exhibit 1.
- 3.) Authorize the CEO to execute contracts in the amounts as stated in Exhibit 1 with and any other documentation necessary to accomplish the purpose of the approvals above, allowing for minor changes in amounts if deemed scrivener's errors.
- 4.) Authorize the CEO to execute one-time payments via check request to providers for attendance submitted from October 1, 2024, through November 30, 2024 for the difference of the increased per child reimbursement rate for afterschool. Payments will be based on actuals once they are provided within the SAMIS system and will be processed on 1/15/25 and 2/15/25 only.

**NARRATIVE:**

Kids Hope Alliance's approved 2024 budget included Out of School Time enhancements to increase the cost per child rate from \$12.50 to \$14.41 to assist providers with staff retention. One-time payments will be utilized to reimburse providers for services already rendered starting October 1<sup>st</sup> through November 30, 2024. The remaining reimbursement requests must be submitted normally through the SAMIS system.

The program services provided at Southside Estates, Charger Academy, and Spring Park Elementary were procured through the competitive RFP # ESC-0374-21. All contract renewals and extension options have been exhausted, and the contracts are slated to end on December 31, 2024. Adding these service locations

to ESC-0349-23 will ensure continuation of services for children and families through the end of the school year.

**FISCAL IMPACT:**

Refer to Exhibit 1

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- 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: \_\_\_\_\_







Organization	Site Name	# of Students: School-Year	# of Days: School-Year (Aug.-Dec.)	School-Year Rate (Aug.-Dec.)	# of Days: School-Year (Dec.-May)	School-Year Rate (Dec.-May)	Current School Year Funding	Updated School Year Funding	School Year Security	Summer 2024 Security	# of Students: Summer	# of Days: Summer	Summer Rate	Summer Funding	Actual Summer Spent	Summer Funding Recoup	Current Total Funding	Updated Total Funding (Including Increased Rate for Dec.-May & Recoup of	Difference
True Youth	Jacksonville Classical East						\$ -	\$ -			60	33	\$ 25.00	\$ 49,500.00	\$ 49,500.00	\$ -	\$ 49,500.00	\$ 49,500.00	\$ -
U Turns Inc dba Teen Leaders of America	Sandalwood	30	68	\$ 12.50	107	\$ 14.41	\$ 65,625.00	\$ 71,756.10			30	28	\$ 25.00	\$ 21,000.00	\$ 18,650.00	\$ 2,350.00	\$ 86,625.00	\$ 90,406.10	\$ 3,781.10
U Turns Inc dba Teen Leaders of America	The Social /Community Site	30	71	\$ 12.50	109	\$ 14.41	\$ 67,500.00	\$ 73,745.70			30	28	\$ 25.00	\$ 21,000.00	\$ 16,050.00	\$ 4,950.00	\$ 88,500.00	\$ 89,795.70	\$ 1,295.70
Wayman CDC	Bayview Elementary	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20								\$ -	\$ 170,000.00	\$ 185,891.20	\$ 15,891.20
Wayman CDC	Becoming Collegiate Academy	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			60	28	\$ 25.00	\$ 42,000.00	\$ 27,925.00	\$ 14,075.00	\$ 212,000.00	\$ 213,816.20	\$ 1,816.20
Wayman CDC	Wayman Academy of the Arts	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			120	28	\$ 25.00	\$ 84,000.00	\$ 65,400.00	\$ 18,600.00	\$ 254,000.00	\$ 251,291.20	\$ (2,708.80)
Wayman CDC	Wayman Temple-South						\$ -	\$ -			40	28	\$ 25.00	\$ 28,000.00	\$ 25,900.00	\$ 2,100.00	\$ 28,000.00	\$ 25,900.00	\$ (2,100.00)
Wayman CDC	Westview K-8	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			100	28	\$ 25.00	\$ 70,000.00	\$ 43,150.00	\$ 26,850.00	\$ 240,000.00	\$ 229,041.20	\$ (10,958.80)
Wayman CDC	Spring Park Elementary School	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20		\$ 12,320.00	60	28	\$ 25.00	\$ 42,000.00	\$ 32,350.00	\$ 9,650.00	\$ 224,320.00	\$ 230,561.20	\$ 6,241.20
West Jacksonville Restoration Center	West Jacksonville Restoration Center Inc.	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			60	28	\$ 25.00	\$ 42,000.00	\$ 36,425.00	\$ 5,575.00	\$ 212,000.00	\$ 222,316.20	\$ 10,316.20
Young Men's Christian Association	Brookview Elementary School	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20	\$ 28,050.00	\$ 12,320.00	60	28	\$ 25.00	\$ 42,000.00	\$ 42,000.00	\$ -	\$ 252,370.00	\$ 268,261.20	\$ 15,891.20
Young Men's Christian Association	Greenfield Elementary School	100	66	\$ 12.50	104	\$ 14.41	\$ 212,500.00	\$ 232,364.00	\$ 28,050.00		60	28	\$ 25.00	\$ 42,000.00	\$ 36,825.00	\$ 5,175.00	\$ 282,550.00	\$ 297,239.00	\$ 14,689.00
Young Men's Christian Association	Kings Trail Elementary School	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			50	28	\$ 25.00	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 205,000.00	\$ 220,891.20	\$ 15,891.20
Young Men's Christian Association	Love Grove Elementary School	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20		\$ 12,320.00	30	28	\$ 25.00	\$ 21,000.00	\$ 21,000.00	\$ -	\$ 203,320.00	\$ 219,211.20	\$ 15,891.20
Young Men's Christian Association	Whitehouse Elementary School	60	66	\$ 12.50	104	\$ 14.41	\$ 127,500.00	\$ 139,418.40	\$ 28,050.00		60	28	\$ 25.00	\$ 42,000.00	\$ 42,000.00	\$ -	\$ 197,550.00	\$ 209,468.40	\$ 11,918.40
Young Men's Christian Association	Tiger Academy	100	66	\$ 12.50	104	\$ 14.41	\$ 212,500.00	\$ 232,364.00			80	28	\$ 25.00	\$ 56,000.00	\$ 52,925.00	\$ 3,075.00	\$ 268,500.00	\$ 285,289.00	\$ 16,789.00
	<b>Totals</b>	<b>8,090</b>					<b>\$ 16,939,875.00</b>	<b>\$ 18,521,450.50</b>	<b>\$ 420,750.00</b>	<b>\$ 166,320.00</b>	<b>6,615</b>			<b>\$ 4,986,835.60</b>	<b>\$ 4,282,801.60</b>	<b>\$ 704,034.00</b>	<b>\$ 22,484,780.60</b>	<b>\$ 23,380,722.10</b>	<b>\$ 895,941.50</b>

---

**BOARD ACTION ITEM: ESC 0354-23 READ JAX LITERACY COLLABORATIVE PILOT – CONTRACT AMENDMENTS**

**ESSENTIAL SERVICES CATEGORY:** OUT OF SCHOOL TIME

**BOARD ACTION NUMBER:** 24-032

**GOVERNANCE MEETING:** NOVEMBER 13, 2024

**FINANCE MEETING:** NOVEMBER 13, 2024

**BOARD MEETING:** NOVEMBER 20, 2024

---

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

---

**REQUESTED ACTION:**

The Board is asked to:

Approve the following contract amendments under RFP # ESC-0354-23.

- 1.) Amend contract amounts increasing the cost per child rate from **\$12.50** to **\$14.41** for afterschool locations as stated in Exhibit 2 as well decreasing by any unspent summer funds.
- 2.) Authorize the CEO to execute contracts in the amounts as stated in Exhibit 2 with and any other documentation necessary to accomplish the purpose of the approvals above, allowing for minor changes in amounts if deemed scrivener's errors.
- 3.) Authorize the CEO to execute one-time payments via check request to providers for attendance submitted from October 1, 2024, through November 30, 2024 for the difference of the increased per child reimbursement rate for afterschool. Payments will be based on actuals once they are provided within the SAMIS system and will be processed on 1/15/25 and 2/15/25 only.

**NARRATIVE:**

Kids Hope Alliance's approved 2024 budget included Out of School Time enhancements to increase the cost per child rate from \$12.50 to \$14.41 to assist providers with staff retention. One-time payments will be utilized to reimburse providers for services already rendered starting October 1 through November 30, 2024. The remaining reimbursement requests must be submitted normally through the SAMIS system.

**FISCAL IMPACT:** Refer to Exhibit 2

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- 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:**

		A	B	C	D	E	F = (A+D) x B x C	G = (A x B x C) + (A x D x E)	H	I	J	K	L	M	N = K x L x M	O	P = N - O	Q = F + H + I + J + N	R = G + H + I + J + N - P	S
Organization	Site Name	# of Students: School-Year	# of Days: School-Year (Aug.-Dec.)	School-Year Rate (Aug.-Dec.)	# of Days: School-Year (Dec.-May)	School-Year Rate (Dec.-May)	Current School Year Funding	Updated School Year Funding	School Year Security	Summer 2024 Security	Year Round Support Services	# of Students: Summer	# of Days: Summer	Summer Rate	Summer Funding	Actual Summer Spent	Summer Funding Recoup	Current Total Funding	Updated Total Funding (Including Increased Rate for Dec.-May & Recoup of Summer Funds)	Difference
Boys and Girls Club of NE FL, Inc.	Arlington Elem.	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			\$ 201,794.68	60	28	\$ 25.00	\$ 28,000.00	\$ 25,950.00	\$ 2,050.00	\$ 399,794.68	\$ 413,635.88	\$ 13,841.20
Boys and Girls Club of NE FL, Inc.	Arlington Heights ES	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20		\$ 12,320.00	\$ 201,794.68	80	28	\$ 25.00	\$ 56,000.00	\$ 42,775.00	\$ 13,225.00	\$ 440,114.68	\$ 442,780.88	\$ 2,666.20
Boys and Girls Club of NE FL, Inc.	Highlands Elem	100	66	\$ 12.50	104	\$ 14.41	\$ 212,500.00	\$ 232,364.00	\$ 28,050.00		\$ 201,794.68	60	28	\$ 25.00	\$ 42,000.00	\$ 38,625.00	\$ 3,375.00	\$ 484,344.68	\$ 500,833.68	\$ 16,489.00
Boys and Girls Club of NE FL, Inc.	Northwestern Legends	140	66	\$ 12.50	104	\$ 14.41	\$ 297,500.00	\$ 325,309.60	\$ 28,050.00	\$ 12,320.00	\$ 201,794.68	80	28	\$ 25.00	\$ 56,000.00	\$ 36,950.00	\$ 19,050.00	\$ 595,664.68	\$ 604,424.28	\$ 8,759.60
Communities In Schools of Jacksonville, Inc.	Pinedale ES	100	66	\$ 12.50	104	\$ 14.41	\$ 212,500.00	\$ 232,364.00	\$ 28,050.00		\$ 212,400.00	140	28	\$ 25.00	\$ 98,000.00	\$ 73,625.00	\$ 24,375.00	\$ 550,950.00	\$ 546,439.00	\$ (4,511.00)
Communities In Schools of Jacksonville, Inc.	Reynolds Lane ES	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			\$ 212,400.00							\$ 382,400.00	\$ 398,291.20	\$ 15,891.20
Communities In Schools of Jacksonville, Inc.	Rufus E Payne ES	80	66	\$ 12.50	104	\$ 14.41	\$ 170,000.00	\$ 185,891.20			\$ 212,400.00	60	28	\$ 25.00	\$ 42,000.00	\$ 33,350.00	\$ 8,650.00	\$ 424,400.00	\$ 431,641.20	\$ 7,241.20
Communities In Schools of Jacksonville, Inc.	Woodland Acres ES	100	66	\$ 12.50	104	\$ 14.41	\$ 212,500.00	\$ 232,364.00	\$ 28,050.00	\$ 12,320.00	\$ 212,400.00	100	28	\$ 25.00	\$ 70,000.00	\$ 59,850.00	\$ 10,150.00	\$ 535,270.00	\$ 544,984.00	\$ 9,714.00
<b>Totals</b>		<b>760</b>					<b>\$ 1,615,000.00</b>	<b>\$ 1,765,966.40</b>	<b>\$ 112,200.00</b>	<b>\$ 36,960.00</b>	<b>\$ 1,656,778.72</b>	<b>580</b>			<b>\$ 392,000.00</b>	<b>\$ 311,125.00</b>	<b>\$ 80,875.00</b>	<b>\$ 3,812,938.72</b>	<b>\$ 3,883,030.12</b>	<b>\$ 70,091.40</b>

**BOARD ACTION ITEM: CHILDREN’S HOME SOCIETY SOLE SOURCE GRANT MATCH – HEALTHY FAMILIES**

**ESSENTIAL SERVICES CATEGORY: SPECIAL NEEDS**

**BOARD ACTION NUMBER: 24-033**

**GOVERNANCE MEETING: NOVEMBER 13, 2024**  
**FINANCE MEETING: NOVEMBER 13, 2024**  
**BOARD MEETING: NOVEMBER 20, 2024**

---

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

---

**REQUESTED ACTION:**

The Board is asked to:

- 1.) Approve a sole source matching award to The Children’s Home Society of Florida (CHS) for their continued administration of the Healthy Families program in Duval County in the amount of \$702,420.00.
  
- 2.) Authorize the CEO of KHA to execute a contract in the amount stated above with a 10% variance with The Children’s Home for the period July 1, 2025 through June 30, 2026 with the option to renew the contract for four additional one-year terms, and to take all other actions necessary to accomplish the actions approved in (1) above, along with any subsequent renewals based on the evaluation of outcomes and funding utilization.

**NARRATIVE:**

For over 12 years, Kids Hope Alliance has been a dedicated supporter of this program, which has proven to be a successful model for family and child welfare across the state of Florida. Healthy Families is primarily funded through the Ounce of Prevention Fund, under the direction of the Department of Children and Families (DCF), which allocates resources to a single, competitively selected provider for each county.

Five years ago, The Children's Home Society won a competitive bid to operate Healthy Families in Duval County. As per the Ounce of Prevention’s protocol, at the conclusion of their five-year contract term, they had the option to either rebid or extend the contract with the existing provider. As detailed in the attached letters, the Ounce of Prevention has opted to continue their partnership with CHS for another five-year term, based on their excellent performance and impact in Duval County. Consequently, the Ounce of Prevention has requested that we extend our matching support to CHS accordingly.

This agreement qualifies as a sole source contract, as Children's Home Society remains the exclusive provider for the Healthy Families program following their initial successful competitive RFP win. The grant requires a match from local partners and Jacksonville Children’s Commission/Kids Hope Alliance has provided this match for over 12 years. After a comprehensive analysis conducted four years ago, Kids

Hope Alliance determined our match was necessary to ensure that staff salaries remain competitive and that critical technology and software needs are met to maintain high service standards. The Healthy Families program is vital for providing essential support to new mothers and their children, and this continuation of our partnership with Children's Home Society will uphold the program's significant contributions to family stability and child health in our community.

**FISCAL IMPACT:**

\$720,420.00 in funding – Special Needs Essential Service Category

**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's 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: \_\_\_\_\_





---

AN AFFILIATE OF HEALTHY FAMILIES AMERICA®, SPONSORED BY THE OUNCE OF PREVENTION  
FUND OF FLORIDA & THE STATE OF FLORIDA, DEPARTMENT OF CHILDREN AND FAMILIES

---

November 7, 2024

Saralyn Grass  
Chief Executive Officer  
Kids Hope Alliance | City of Jacksonville  
1095 A Philip Randolph Blvd.  
Jacksonville, FL 32206

Dr. Grass,

The Department of Children and Families (DCF) contracts with the Ounce of Prevention Fund of Florida (Ounce) to administer Healthy Families Florida (HFF) across the state. The Ounce is currently in the fifth year of a five-year contract with DCF for HFF services. We expect to renew this contract with DCF in the spring. Once the contract for services is finalized with the Ounce, we plan to renew all existing subcontracts for local Healthy Families services, including our subcontract with Children's Home Society of Florida for Healthy Families Jacksonville. All renewed subcontracts will be for a five-year period contingent on receipt of award for the same time period from DCF.

Please do not hesitate to contact me with any additional questions at [rsheetz@ounce.org](mailto:rsheetz@ounce.org).

Sincerely,

Rebekkah Sheetz  
Executive Director  
Healthy Families Florida

cc: Mary Nash, Senior Vice President of Operations, Children's Home Society



November 7, 2024

Saralyn Grass  
Chief Executive Officer  
Kids Hope Alliance | City of Jacksonville  
1095 A Philip Randolph Blvd.  
Jacksonville, FL 32206

Dear Dr. Grass:

On behalf of Children's Home Society of Florida, please accept this letter as notification of our intention to continue the provision of Healthy Families services in Duval County after July 1, 2025. In addition, we would like to request a continuation of funding from Kids Hope Alliance to support these services.

Since 2015, Kids Hope Alliance has funded the Children's Home Society of Florida for the provision of Healthy Families home visitation services. We currently receive \$702,420.00 from KHA and the continuation of these funds would allow us to maintain our current level of services for families.

Services provided include home visitation, education and support services for prenatal families who have identified risk factors, with the potential for continued services until the child's 5th birthday. These services provide education around the child's development, track immunizations and well-child checks, monitor the need for mental health services for the parents and promote self-sufficiency. All this is with the ultimate goal of preventing child abuse and neglect. Currently, this program demonstrates consistently that 97% of families remain free of abuse and neglect one year after completion of the program.

With funding from Kids Hope Alliance, we will be able to meet our Match requirement with the Ounce of Prevention Fund of Florida, as well as maintain the services to families in Duval County. If you have any questions or would like additional information, please do not hesitate to contact me.

Thank you for your continued support.

Sincerely,

*Mary E. Nash*

Mary Nash, Senior Vice President of Operations  
Children's Home Society of Florida

# Governance Committee Timeline and Activities 2024 - 2025

Month	Activity
Sep 2024	Review Annual Timeline & Goals
Nov 2024	Review Assessment Tools
Jan 2025	Review Board Approved Policies Review Board Bylaws
Mar 2025	Review Board Assessment Tool (would be sent out in April 25) Review of KHA Grants
May 2025	Review Board Assessment Results Review CEO Evaluation Tool (would be sent out in July 25)
From Board Bylaws:	
<p><u>Role of the Governance Committee.</u> 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:</p> <ul style="list-style-type: none"> <li>• Board assessments;</li> <li>• CEO evaluations;</li> <li>• Review of policies related to governance matters (i.e., CEO delegation authority);</li> <li>• Grant Requests for Submissions;</li> <li>• Program Proposals (i.e. Request for Proposals, Sole Sources)</li> </ul>	

## Board Self-Evaluation Tool

Name

1. Name

Name

### Individual Performance

**Please assess your individual performance in the following areas:**

2. Do I understand and support the mission of the organization?

Yes

No

Somewhat

Comments

3. Am I knowledgeable about the organization's programs and services?

Yes

No

Somewhat

Comments

4. Do I read and understand the organization's finances?

Yes

No

Somewhat

Comments

5. Do I have a good working relationship with the Chief Executive Officer?

- Yes
- No
- Somewhat

Comments

6. Do I prepare for and participate in board meetings and committee meetings?

- Yes
- No
- Somewhat

Comments

7. Do I act as a good will ambassador to the organization?

- Yes
- No
- Somewhat

Comments

8. Do I find serving on the board to be a satisfying and rewarding experience?

- Yes
- No
- Somewhat

Comments

## Board Performance

**Please assess the board's performance as a whole in the following areas:**

9. Focuses its time on issues of greatest consequence to the agency

- Yes  
 No  
 Somewhat

Comments

10. Ensures the administration involves the board on high-profile issues that present significant risk to the agency

- Yes  
 No  
 Somewhat

Comments

11. Has the right committees and uses them well

- Yes  
 No  
 Somewhat

Comments

12. Promotes trust among board members through a culture based on openness and respect

- Yes  
 No  
 Somewhat

Comments

13. Any other comments



# 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 member 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:**  
**Job Title:** Chief Executive Officer

**Review Period:**  
**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.

<b>Key Accountabilities</b> Description of Accountabilities	<b>Please Circle the Applicable Performance Factor and Write in Your Comments</b>				
	Meets minimal expectations	Meets some expectations	Meets expectations	Exceeds expectations	Don't Know or Not Applicable
<b>Organizational Effectiveness</b>	1	2	3	4	N/A
Builds and fosters relationships with KHA partners, schools, City Council, and community organizations.	Comments:				
<b>Thinks Strategically &amp; Communicates the Vision</b>	1	2	3	4	N/A
Demonstrates critical thinking, strategic planning, implements the plan to action, and communicates the vision.	Comments:				
<b>Leads Organizational Change</b>	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)*

<b>Key Accountabilities</b> Description of Accountabilities	<b>Please Circle the Applicable Performance Factor and Write in Your Comments</b>				
	Meets minimal expectations	Meets some expectations	Meets expectations	Exceeds expectations	Don't Know or Not Applicable
<b>Personal Effectiveness &amp; Development</b>	1	2	3	4	N/A
Demonstrates accountability, self-direction and motivation, personal and professional development and self-management.	Comments:				
<b>Team Development</b>	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:				
<b>Essential Services Plan</b>	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:				
<b>Budget Oversight</b>	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.

---

## KHA Provider Feedback Survey

Dear Kids Hope Alliance Providers,

Thank you for your dedication to our mission of supporting Jacksonville's youth. Your feedback is invaluable to us as we strive to enhance our services. This survey aims to assess your satisfaction with the support and resources we provide. Your responses will guide our efforts to improve, ensuring we meet your needs effectively. We may reach out for further follow-up, including interviews or focus groups, to delve deeper into your insights. Your participation is crucial in shaping the future of our programs. Thank you for taking the time to share your thoughts.

---

\* Name

First                  Last

\* Organization

\* Job Type:

Senior Level Staff (CEO/ED, VP, CFO, etc.) 

\* Email

\* How satisfied are you with:

	Very Un-satisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied	N/A
1. The Reimbursement process?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
2. Your most recent contract renewal process?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
3. Your most recent KHA Onboarding process?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
4. KHA Training Support?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
5. KHA Help Desk?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
6. Response Time to email or phone messages	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
7. KHA Contract Management Support?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
8. Notifications about upcoming KHA events?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6

\* 9. Is there anything you would like to comment on regarding the previous questions?

\* 10. What are 2 things KHA does great?

\* 11. What are 2 things that KHA needs to improve?

\* 12. Please rate your overall satisfaction with Kids Hope Alliance.

	Very Un-Satisfied	Un-Satisfied	Neutral	Satisfied	Very Satisfied
Overall Satisfaction	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

This site is protected by reCAPTCHA Enterprise and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

---