



September Governance Committee Meeting

September 18, 2024
8:45 a.m. – 9:45 a.m.

1. **Introductions and Instructions**
Meredith Chartrand-Frisch, Governance Committee 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 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. - What a Leader Program
 - b. Coding in Color Expansion: 100 Black Men, Inc.
5. **Governance Committee Activities**
Meredith Chartrand-Frisch, Governance Committee Chair
Dr. Saralyn Grass, Chief Executive Officer
 - a. Governance Committee Annual Activities Plan
 - b. Review of Board Survey & CEO Evaluation
 - c. Governance Committee Annual Meeting Dates/Times
6. **Public Comments**
7. **Adjourn**



May Governance Meeting
May 15, 2024 9:30 a.m. – 10:30 a.m.

1. **Introductions and Instructions**

Connie Hodges, Governance Chair, asked everyone at the table to introduce themselves and share their Mother’s Day memories.

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

Members Absent - None

2. **Public Comments**

Mrs. Hodges pointed out that 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. There were no public comments from the audience.

3. **Approval of March Minutes**

Mrs. Hodges asked if there were any revisions to the minutes. There being none, she asked for a motion to approve the minutes.

Motion: Lawrence Dennis
Second: Meredith Chartrand-Frisch
Approved: 3-0

4. **New Business**

Rodger Belcher, Chief Strategy Officer
Kenneth Darity, Chief Administrative Officer
Dr. Saralyn Grass, Chief Executive Officer

a. **Grant Application: Youth Crisis Center**

Mr. Belcher explained that the Youth Crisis Center has a multi-purpose recreational center which will be used for youth ages 10-17 who are homeless, trafficking victims, runaways, experiencing mental health concerns and/or need immediate housing and crisis services. These youth will temporarily reside in a residential runaway/homeless youth shelter and receive all services in one building. Services include academic instruction, therapy, life skills, groups, meals, nursing services and housing. Program youth require large muscle movement and a safe space to do so. The Youth Crisis Center does not currently have adequate space for a variety of activities. This center would provide an alternative to the indoor space where youth currently live.

Mrs. Hodges asked for a motion to approve this board action item.

Motion: Meredith Chartrand-Frisch

Second: Lawrence Dennis

Approved: 3-0

b. Grant Application: CVIPI Grant

Mr. Belcher provided an overview of the CVIPI grant. Kids Hope Alliance in partnership with The Partnership for Child Health is submitting a grant application which will help ensure the Duval jurisdiction has access to expertise to address community violence that involves youth, young adults, and adults, both as the individuals responsible for perpetrating this violence and as those who are victims of it.

Mrs. Hodges asked for a motion to approve this board action item.

Motion: Lawrence Dennis

Second: Meredith Chartrand-Frisch

Approved: 3-0

c. Mayor's Young Leader's Advisory Council RFP

Dr. Grass provided an overview of MYLAC which is a platform for high-potential young people to have meaningful and effective roles in the City's policy and decision-making processes. Youth will collaboratively identify and address issues around community organizing, leadership and advocacy. As representatives of Jacksonville's youth, Council members will be responsible for elevating all youth voices through consistent communication with the Mayor.

Youth will receive continuous programming to build their leadership skills and work towards a change agenda and service project which they will present to the Mayor. At the end of the program, youth will be better prepared for college and ultimately, the workforce. The provider of this program will work in partnership with the Special Assistant to the Mayor on Civic Engagement and Youth Participation and Kids Hope Alliance.

Mrs. Hodges asked for a motion to approve this board action item.

Motion: Meredith Chartrand-Dennis

Second: Lawrence Dennis

Approved: 3-0

d. Civic Engagement RFP

Dr. Grass explained that civic engagement is increasingly recognized as an important component of youth development because it can help build human and social capital. The practice of civic engagement has an important impact in educating young people about their rights and responsibilities as citizens and allowing them to develop skill sets that are valuable to them as they undergo the transition to adulthood.

Civic engagement is also perceived as a driving force for community and national development as it enables youth to unleash their potential and contribute to the development of their societies. The provider of this program will work in collaboration with the Special Assistant to the Mayor on Civic Engagement and Youth Participation and Kids Hope Alliance.

Mrs. Hodges asked for a motion to approve this board action item.

Motion: Meredith Chartrand-Frisch

Second: Lawrence Dennis

Approved: 3-0

e. Contract Exemptions

Mr. Darity asked the Board to approve contracts based on the Procurement Exemption codes for Family Support Services of North Florida, Inc. and United Way of NE FL. The effective date is from July 1, 2024 – June 30, 2025 in the approximate amount of \$3,688,000.00.

The programs meet the following procurement exemption code: (5) Prevention services related to mental health, including drug abuse prevention programs, child abuse prevention programs, and shelters for runaways, operated not for-profit corporations. (In acquiring such services, the ability of the vendor, past performance, willingness to meet time requirements and price shall be considered in an effort to obtain the highest quality services at the greatest economic value to the City.

Mrs. Hodges asked for a motion to approve this board action item.

Motion: Lawrence Dennis

Second: Meredith Chartrand-Frisch

Approved: 3-0

f. **Contract Extensions**

Mr. Darity asked the Board to approve a six-month contract extension based on procurement continuation of services for Charger Academy, Southside Estates and Spring Park Elementary. The program dates would be from June 1, 2024 through December 31, 2024, in the approximate amount of \$375,000.00.

Mrs. Hodges asked for a motion to approve this board action item.

Motion: Meredith Chartrand-Frisch

Second: Lawrence Dennie

Approved: 3-0

5. **Governance Activities**

Dr. Saralyn Grass, Chief Executive Officer

Connie Hodges, Governance Chair

Eric McClure, Grants Management Director

Jessica Pitts, Finance Director

a. **Grant Review (moved from March to May)**

Eric McClure and Jessica Pitts provided an overview of the following grants: JSOCC, ReCAST, CREATE-SOC, Inspire, CJRG, and Rise. They also discussed key partnerships for each grant including JSO, Daniel and Step by Step.

b. **Review Board Assessment Tool**

Dr. Grass provided an overview of this tool and emphasized Ms. Hodges' suggestion which was to change the scale from yes/no to 1-5. The Board Assessment tool will be discussed in depth at a future Workshop.

6. **Public Comments**

Ms. Hodges asked for public comments. Vicky Waytowich elaborated on some of the full service partners which are part of the System of Care including Full Service Schools, Communities in Schools and MaliVai Washington.

Mr. Baxton, Communities in Schools, discussed the end of afterschool and the start-up of their 20 summer school sites which includes a strong partnership with the library. Kadia Sardine and Keto Parker greeted the audience and thanked the Board and KHA for their ongoing support.

7. **Adjourn**

Connie Hodges adjourned the meeting at 10:30 a.m.

**BOARD ACTION ITEM: JACKSONVILLE UPWARD MOBILITY PROGRAM (JUMP),
JACKSONVILLE ARTS AND MUSIC SCHOOL, INC. (JAMS)
WHAT A LEADER PROGRAM**

CATEGORY: WORKFORCE DEVELOPMENT

- GOVERNANCE MEETING: SEPTEMBER 18, 2024**
- FINANCE MEETING: SEPTEMBER 18, 2024**
- BOARD MEETING: SEPTEMBER 25, 2024**

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

REQUESTED ACTION:

The Board is asked to:

- 1) Amend or initiate a contract with Jacksonville Arts and Music School, Inc. for its What a Leader program for \$100,000.00 based on a sole source exemption.
- 2) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.
- 3) Authorize funding for two (2) subsequent years to align with KHA’s most recent awarded contract terms. Each subsequent year option will be based on an evaluation of the effectiveness of the prior as well as the availability of funding.

NARRATIVE:

The Jacksonville Arts and Music School, Inc. (JAMS) What a Leader (WAL) program is a unique competition designed to build students' proficiencies in key areas critical to career success, such as confidence, critical thinking, interpersonal communication, and professionalism. Through a comprehensive series of WAL leadership training sessions, social-emotional learning, and real-world challenge simulations, participants gain the tools needed to thrive in a high-pressure environment. They are encouraged to collaborate with peers, engage with community stakeholders, and develop solutions to complex problems, fostering a growth mindset that is essential for both today’s workforce and future leadership roles.

The WAL program provides students with 21st-century skills such as collaboration, problem-solving, adaptability, and networking—skills increasingly in demand in today’s dynamic job market. Additionally, the WAL program helps students build the social capital and professional networks needed to succeed in diverse career pathways, equipping them for lifelong employability. This aligns with workforce strategy 2 for youth and young adults age 16-24: *“Expand our system of connections between the educational sector and the business sector to support an effective and sustainable pipeline for college and career success.”*

The recommendation to increase the WAL program’s funding to \$100,000, is made possible through the extra \$300,000 provided by CM Freeman to the Jacksonville Upward Mobility Program (JUMP). This funding will allow the program to expand its reach to 100 participants. This aligns with the City of Jacksonville's broader commitment to preparing youth and young adults with the skills necessary to navigate and excel in the ever-evolving workforce landscape.

FISCAL IMPACT:

The provider listed above will receive funding as indicated above in the amount of \$100,000.

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: _____

BOARD ACTION ITEM: 100 BLACK MEN, INC., JACKSONVILLE STEM CENTER PROGRAM EXPANSION

CATEGORY: WORKFORCE DEVELOPMENT/JACKSONVILLE JOURNEY

- GOVERNANCE MEETING: SEPTEMBER 18, 2024**
- FINANCE MEETING: SEPTEMBER 18, 2024**
- BOARD MEETING: SEPTEMBER 25, 2024**

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

REQUESTED ACTION:

The Board is asked to:

- 1) 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.
- 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:

The Coding in Color program, operated by 100 Black Men, Inc. at the Moncrief Teen STEM Center, is instrumental in providing students with vital technical and analytical skills through hands-on coding, data analysis, and dashboard creation. We propose increasing the program's funding by \$150,000, made available through the Mayor's Transition Dollars for Jacksonville Journey Forward. This additional funding will expand the program's capacity, allowing students to engage in impactful research and develop dashboards focused on public safety and crime prevention.

This investment will not only enhance the students' technical expertise but also contribute to community safety by addressing real-world challenges through data-driven solutions. It aligns with our strategic goals of linking educational opportunities with workforce needs, ensuring that our youth are prepared for future careers while actively contributing to community well-being. By approving this increase, we support both the growth of essential skills among our youth and the advancement of significant community improvements.

FISCAL IMPACT:

The provider listed above will receive funding as a one-time increase of \$150,000, which will come from the Mayor's Transition dollars set aside for research through the Jacksonville Journey.

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: _____

Governance Committee Timeline and Activities 2023 - 2024

Month	Activity
Nov 2023	Review Annual Timeline & Goals
Jan 2024	Review Board Bylaws
Mar 2024	Review Board Approved Policies
May 2024	Review Board Assessment Tool Grant Review
Jul 2024	Board Assessment Results Review CEO Evaluation Tool
<p>From Board Bylaws:</p> <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"> • Board assessments; • CEO evaluations; • Review of policies related to governance matters (i.e., CEO delegation authority); • Grant Requests for Submissions; • Program Proposals (i.e. Request for Proposals, Sole Sources) 	

Governance Committee Timeline and Activities 2024 - 2025

Month	Activity
Sep 2024	Review Annual Timeline & Goals
Nov 2024	Review Board Bylaws
Jan 2025	Review Board Approved Policies
Mar 2025	Review Board Assessment Tool (would be sent out in April 25) Review of KHA Grants
Jun 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"> • Board assessments; • CEO evaluations; • Review of policies related to governance matters (i.e., CEO delegation authority); • Grant Requests for Submissions; • Program Proposals (i.e. Request for Proposals, Sole Sources) 	

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.

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.

KHA Board Meeting Dates as Currently Schedule

Governance Meeting (9:30am)

July 17, 2024
September 18, 2024
November 13, 2024
January 15, 2025
March 19, 2025
May 21, 2025
July 16, 2025

Finance Meeting (2:00 pm)

July 17, 2024
September 18, 2024
November 13, 2024
January 15, 2025
March 19, 2025
May 21, 2025
July 16, 2025

Board Meeting (9:30 am)

July 24, 2024
September 25, 2024
November 20, 2024
January 22, 2025
March 26, 2025
May 28, 2025
July 23, 2025

Workshop Meetings (9:30 am)

August 28, 2024
October 30, 2024
December 11, 2024
February 26, 2025
April 30, 2025
June 25, 2025