



October Governance and Programs Committee Meeting Agenda

DATE: Mon October 11th, 2021

TIME: 1:30pm - 3:00pm EDT

LOCATION: Kids Hope Alliance Board Room

GROUPS: Governance and Programs Committee

1. **Introductions and Instructions**

2. **New Business**

a. **Funding for Lutheran Services Florida for Educare Implementation**

[21-028-C Funding for Lutheran Services Florida for Educare.docx](#)

b. **Funding for IM Sulzbacher for Educare Implementation**

[21-029-C Funding for IM Sulzbacher for Educare.docx](#)

3. **Board Discussion**

a. **Review of Bylaws**

[1.02 KHA Board Bylaws.docx](#)

b. **Discussion of CEO Evaluation**

[KHA CEO Performance Eval Paper Updated 1.11.2019.docx](#)

c. **Committee Task and Calendar**

4. **Public Comment**

5. **Next Steps & Meeting Schedule**

BOARD ACTION ITEM: FUNDING FOR LUTHERAN SERVICES FLORIDA DON BREWER CHILDCARE CENTER EDUCARE IMPLEMENTATION

ESSENTIAL SERVICE CATEGORY: EARLY LEARNING

BOARD MEETING: OCTOBER , 2021

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve funding for Lutheran Services Florida (“LSF”) Don Brewer Childcare Center to implement the essential practices of Educare up to the amount of \$75,000.
- 2) Authorize the CEO of KHA to execute a contract with Lutheran Services Florida Don Brewer Center for the period November 1,2021 through July 31, 2022 with the option to renew the contract for two 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:

The overall goal of EduCare is to make it possible for all childcare educators to learn about and adopt the same practices that ensure Educare’s classrooms consistently perform among the best early childhood programs in the country.

The essential practices of Educare cover four core practice areas most essential for school readiness and program improvement: 1) Data Utilization, 2) Embedded Professional Development, 3) High-Quality Teaching and 4) Family Engagement.

FISCAL IMPACT:

LSF Don Brewer Childcare Center will receive funding through Kids Hope Alliance in the amount of up to \$75,000 for the period of November 1, 2021 through July 31, 2022 (which would be \$100,000 annualized).

PROGRAMMATIC IMPACT:

This program provides for optimization of early learning educational best practices and prepare children to succeed beyond the early learning center.

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.

BOARD ACTION ITEM: FUNDING FOR I.M. SULZBACHER CENTER FOR THE HOMELESS; THE CRAWFORD EARLY LEARNING CENTER EDUCARE IMPLEMENTATION

ESSENTIAL SERVICE CATEGORY: EARLY LEARNING

BOARD MEETING: OCTOBER , 2021

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve funding for I.M. Sulzbacher Center for the Homeless; The Crawford Early Learning Center to implement the essential practices of Educare up to the amount of \$75,000.

- 2) Authorize the CEO of KHA to execute a contract with I.M. Sulzbacher Center for the Homeless, The Crawford Early Learning Center for the period November 1,2021 through July 31,2022 with the option to renew the contract for two 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:

The overall goal of EduCare is to make it possible for all childcare educators to learn about and adopt the same practices that ensure Educare's classrooms consistently perform among the best early childhood programs in the country.

The essential practices of Educare cover four core practice areas most essential for school readiness and program improvement: 1) Data Utilization, 2) Embedded Professional Development, 3) High-Quality Teaching and 4) Family Engagement.

FISCAL IMPACT:

I.M. Sulzbacher Center for the Homeless, The Crawford Early Learning Center will receive funding through Kids Hope Alliance in the amount of up to \$75,000 for the period of November 1, 2021 through July 31, 2022 (which would be \$100,000 annualized).

PROGRAMMATIC IMPACT:

This program provides for optimization of early learning educational best practices and prepare children to succeed beyond the early learning center.

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.

Kids Hope Alliance Board Bylaws

Article I.

Name; Official Tagline

Section 1.1 Name; Official Tagline. The Kids Hope Alliance (“KHA” or “Board”) is a public body existing as a board within the Executive Branch of the Consolidated Government of the City of Jacksonville. The official tagline for the Kids Hope Alliance is the "Kids Hope Alliance: The Jacksonville Partnership for Children, Youth and Families.”

Article II.

Creation; Purpose; Jurisdiction

Section 2.1 Creation. The KHA was created pursuant to City of Jacksonville Ordinance 2017-563-E, effective October 18, 2017 and codified in Chapter 77, *City of Jacksonville Ordinance Code*.

Section 2.2 Purpose. The KHA is responsible for comprehensively developing, overseeing, managing and implementing the Essential Services Plan for Kids (the “Plan”), adopted by the Board on October 30, 2018.

Section 2.3 Jurisdiction. The Kids Hope Alliance may implement the programs, services and activities under the Essential Services Plan for Kids throughout the General Services District (Duval County, Florida).

Article III.

Board Powers; Policies; Hiring, Evaluating and Dismissing Chief Executive Officer

Section 3.1 Powers of the Board. The Board’s powers and duties are set forth in Chapter 77, *City of Jacksonville Ordinance Code*, as may be amended (the “Ordinance”).

Section 3.2 Board Policies. The Board will be responsible for reviewing, developing and approving policies, consistent with the Ordinance and the Plan, to drive the direction, scope, and priorities of the Kids Hope Alliance.

Section 3.3 Hiring, Evaluating and Dismissing of Chief Executive Officer. The Board shall hire the Chief Executive Officer for the Kids Hope Alliance in accordance with the Ordinance. The Board shall create and an annual process for evaluating and assessing the Chief Executive

Officer. The Board may dismiss the Chief Executive Officer by formal action with assistance from the City's Employee Services Department and consistent with the City's human resource policies and requirements.

Article IV.
Fiscal Authority

Section 4.1 Fiscal Year. The KHA's fiscal year shall commence on October 1 and end on September 30. Consistent with the Ordinance and as authorized by the City's approved annual budget or other appropriation ordinance, the Kids Hope Alliance shall direct the expenditures of all funds annually budgeted and appropriated to KHA to fund children's services, activities and programs related thereto.

Section 4.2 Budget. The KHA proposed budget shall be prepared and submitted in accordance with the Ordinance.

Article V.
Membership; Attendance; Organization

Section 5.1 Member. The Kids Hope Alliance shall consist of seven (7) voting members appointed by the Mayor and confirmed by the Council.

Section 5.2 Board Liaisons. There shall be four (4) permanent liaisons present at Board meetings which shall include the:

- a. State Attorney or Chief Assistant State Attorney
- b. Sheriff of the Under Sheriff
- c. Public Defender or Chief Assistant Public Defender
- d. Superintendent of Schools of Assistant Superintendent

Additionally, the Council President may annually assign a Council Member as a liaison. Liaisons shall not be considered members of the Board for Florida's Open Meetings Laws purposes.

Section 5.3 Terms. Voting members shall serve staggered four year terms or until their qualified successors have been appointed and confirmed. No member may serve more than two consecutive terms. Two members shall serve initial terms of two years and two members shall serve initial terms of three years.

Section 5.4 Attendance. Board members are expected to attend board meetings. Board members that are excessively absent from board meetings may be required to explain such absences to the City Council Rules Committee during a member's reappointment.

Section 5.5 Conducting Business. The Board will conduct its affairs consistent with the Organization of Boards and Commissions as codified in Chapter 50, *City of Jacksonville Ordinance Code*. The meetings of the KHA shall be conducted in accordance with *Robert's Rules of Order Newly Revised*.

Section 5.6 Removal. Members may be removed or replaced by the Mayor at any time with a two thirds vote of the council.

Section 5.7 Vacancy. If a member shall cease to be qualified for membership under the provisions of this Chapter while in office, then the member's term shall automatically expire and the office shall be vacant for purpose of appointing a new member. Each member vacancy shall be filled for the remainder of the respective member's unexpired term.

Section 5.8 Compensation. Members shall serve without compensation, pension or retirement benefits but may be reimbursed for travel and other expenses consistent with Chapter 106, Part 7, *Ordinance Code*.

Article VI.
Officers; Term; Elections; Duties and
Responsibilities

Section 6.1 Officers. The officers of the KHA are Chair, Vice-Chair, Treasurer and Secretary.

Section 6.2 Term. Officers shall be elected each June for a term of one year. The Mayor shall appoint the initial Board chair from among KHA members to serve for a term commencing on the day of appointment and ending on June 30, 2019. A board member may serve as chair for no more than two consecutive terms.

Section 6.3 Election of Officers. The election of Board Officers shall take place at each June meeting of the Board, which may be preceded by a meeting of the Board's nominating committee. A nominating committee may be composed of the Board acting as a whole or such other Board membership as designated by the Chair. A Chair, Vice-Chair, Treasurer, and a Secretary shall be elected by the Board for a one-year term. The election of Board Officers must be consistent with *Robert's Rules of Order* and include the opportunity for public comment before a vote of the Board. Officers will be elected by a majority vote of the Board.

Section 6.4 Duties and Responsibilities:

- a) Chair. The Chair shall preside at all meetings of the KHA. The Chair shall designate from time to time such special committees as the Chair deems appropriate and shall designate the subject matter assigned to each committee for consideration. In the event of the Chair's absence, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be conducted by the KHA and a permanent Chair elected. The Chair will also serve as the Board's representative to the City Council, the media, and any other public and/or private organizations.
- b) Vice Chair. The Vice- Chair shall perform such duties as are assigned by the Chair in addition to the functions for which the Vice-Chair is responsible for. In the event the Chair's absence, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be

conducted and a permanent Chair elected.

- c) Treasurer. Treasurer will Chair the Finance Committee and bring recommendations to the full board regarding all fiscal matters.
- d) Secretary. KHA staff shall be responsible for keeping reasonable minutes for each Board meeting in accordance with Florida law, including committee, sub-committee meetings and task force meetings. The Secretary shall sign and certify the minutes of the previous meeting upon board approval at the current meeting. In the event of the Secretary's absence or disability, the Chair shall designate another member to be responsible for signing and certifying those minutes during the Secretary's absence and for their inclusion in the Board's records. The Secretary shall perform such other duties as from time to time may be assigned by the Chair. The Board may appoint Assistant Secretaries to perform any of these functions.

Article VII. ***Meetings and Quorum***

Section 7.1 Regular Meetings. Consistent with Chapter 50, *City of Jacksonville Ordinance Code*, the KHA shall meet at least quarterly or at times at the call of the Chair.

Section 7.2 Code of Ethics. The KHA shall conduct all business according to law including Chapter 112 (Ethics in Government) and Chapter 602, *City of Jacksonville Ordinance Code* (The City of Jacksonville Ethics Code).

Section 7.3 Quorum. Four members physically present shall constitute a quorum of the Board.

Section 7.4 Open meetings/Sunshine laws. All Board meetings, including, but not limited to, committee meetings and any meetings between two or more Board members, shall be open to the public and compliant with Florida Open Meetings Laws, codified in Sections 286.011 and 286.0115, Florida Statutes. Meetings must be held in places in accordance with section 602.1208, *City of Jacksonville Ordinance Code*.

Section 7.5 Telephone Participation by Member. Consistent with Florida laws governing local governmental entities, if a physical quorum of the Board has been met at a meeting, members may participate by telephone, including voting on matters, provided the reason for the member's physical absence is due to an extraordinary circumstance such as illness, out-of-town trips, an emergency situation or other comparable circumstances.

Article VIII. ***Committees***

Section 8.1 Standing Committees. The Board shall have three standing committees: 1) Governance committee; 2) Program Committee; and 3) Finance Committee. A quorum of the standing committee shall consist of a majority of the committee members. Standing committees shall meet as needed and make recommendations to the Board on Board matters within the jurisdiction of the respective standing committee. The Chair has the sole authority to suspend a

standing committee, until it is deemed appropriate that the committee return to regular operation.

Section 8.2 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, organization structure);
- Hiring of CEO and other staffing matters.

Section 8.3 Program Committee. The Program Committee consists of a minimum of three members. The Program Committee is responsible for reviewing current and future funded programs and services are operating at the highest possible quality and efficiency. The Committee will also review any requested changes to program structure, location, and metrics. The Program Committee will also ensure that all proposals/third party contracts are consistent with the Essential Services Plan for Kids.

Section 8.4 Finance Committee. The Finance Committee consists of a minimum of three members. The Finance Committee is responsible for developing an annual budget to present to the Board of Directors for approval; reviewing all financial statements; reviewing all grant proposals/third party contracts having a fiscal impact or in-kind impact and making recommendations to the Board.

Section 8.5 Ad Hoc Committees. The Chair may establish from time to time ad hoc committees that he/she deems necessary to properly conduct the affairs of the Alliance.

Article IX.

Conflict of Interests; Voting Conflicts; Annual Sunshine, Public Record and Ethics Training

Section 9.1 Conflict of Interests; Voting Conflicts. Board conflicts of interests and voting conflicts will be governed by Chapter 112, Part 3(Code of Ethics for Public Officers and Employees), *Florida Statutes*, and Chapter 602 (Jacksonville Ethics Code), *City of Jacksonville Ordinance Code*. All potential Board conflicts of interests and voting conflicts should be reviewed by the Office of General Counsel or the City's Ethics Office.

Section 9.2 Annual Sunshine, Public Records and Ethics Training. In addition to the required training under Section 50.109, *City of Jacksonville Ordinance code*, the Office of General Counsel in consultation with the City's Ethics Office shall provide annual training to the Board regarding Florida's sunshine, public records and ethics laws.

Article X.

Amendment

Section 10.1 Amendment; Waiver. These Bylaws shall be amended only by a majority vote of the KHA in any manner not inconsistent with the provisions of Chapter 50 and 77 of the *City of*

Jacksonville Ordinance Code at any regular meeting, provided that all members have received notification of the proposed change, a minimum of ten (10) days in advance of the meeting in which the vote is to be taken. In the event of extraordinary circumstances, this provision may be waived by a majority vote of the Board, prior to the introduction of the bylaws amendment, but at the same publically noticed meeting.

Article XI.
Applicable Laws

Section 11.1 Applicable Laws. KHA and its staff and employees shall be governed by the Florida's Open Meetings Laws, Public Records Law, and Ethics Laws as codified in Chapters 286, 119, and 112, Part 3, *Florida Statutes*, as applicable, and the ethics laws codified in Chapter 602, *City of Jacksonville Ordinance Code*.

Adopted by the Board on _____, 2019.



City of Jacksonville - Kids Hope Alliance Chief Executive Officer Performance Evaluation

Employee Name: Joseph Peppers Employee ID Number: 80065

Job Title: Chief Executive Officer Department: Kids Hope Alliance

Evaluator: _____ Review Period: 11/1/18 – 10/31/19

Evaluator's Title: _____

BEHAVIORAL ANCHORS:

- 5 = Distinguished** (*outstanding achievements that far exceed goals in all performance elements*)
- 4 = Exemplary** (*performance that consistently goes beyond meeting goals*)
- 3 = Full** (*commendable performance that meets goals*)
- 2 = Emerging** (*major components achieved, lack of consistency, aspects of performance requiring improvement to meet some goals*)
- 1 = Unsuccessful** (*goals unmet, skills not demonstrated, poor quality of work, improvement needed*)

PART ONE: CORE COMPETENCIES

Organizational Effectiveness:

Manages with facts, provides excellent customer service, manages resources, and demonstrates teamwork and collaborative interactions. **1 2 3 4 5**

Builds and fosters relationships with KHA partners, schools, and community organizations.

Notes:

Thinks Strategically and Communicates the Vision:

Demonstrates critical thinking, strategic planning, implements the plan to action, and communicates the vision. **1 2 3 4 5**

Notes:

Leads Organizational Change:

Acts as a change agent, encourages innovation, adapts to change and manages through change.

1 2 3 4 5

Notes:

Personal Effectiveness and Development:

Demonstrates accountability, self-direction and motivation, personal and professional development and self-management.

1 2 3 4 5

Notes:

Team Development:

Builds trust among team members and creates a positive, productive atmosphere that fosters co-operation, teamwork and interdependence.

1 2 3 4 5

Notes:

PART TWO: JOB SPECIFIC COMPETENCIES

Develops, oversees, implements, and manages the essential services plan which includes performance metrics, family participation, required use of best practices and models, and consideration to certain specified geographic areas.

1 2 3 4 5

Notes:

Directs the preparation and monitoring of the annual budget ensuring that spending is within appropriate guidelines established by the City and/or the grantor.

1 2 3 4 5

Notes:

Represents KHA at City Council, City Council committee meetings, and community meetings.

1 2 3 4 5

Notes:

Collects information and statistical data and conducts research on children and youth to identify and implement best practices and models.

1 2 3 4 5

Notes:

Contracts on behalf of the City with providers, agencies, grantors, and other agencies and oversees contract management.

1 2 3 4 5

Notes:

PART THREE: PERFORMANCE OBJECTIVES

Early Learning, Literacy and School Readiness:

Leverages influence as an organizational executive to help improve services consisting of early learning, literacy, school readiness, and providing parents the tools they need to utilize positive principles to promote child safety and emotional group.

1 2 3 4 5

Notes:

Juvenile Justice Prevention and Intervention Programming:

Leverages influence as an organizational executive to help improve programs, services and activities designed to invest in children before they exhibit behaviors that require system intervention and reduce juvenile delinquency and crime.

1 2 3 4 5

Notes:

Out-of-School Programming:

Leverages influence as an organizational executive to help improve programs, services and activities designed to support children and youth during out-of-school hours.

1 2 3 4 5

Notes:

Pre-teen and Teen Programming:

Leverages influence as an organizational executive to help improve services consisting of programs, services and activities designed to support and assist children and youth during preteen and teen years.

1 2 3 4 5

Notes:

Special Needs, including but not limited to, Mental Health, Behavioral health, Emotional Health, and Physical Disabilities Programming:

Leverages influence as an organizational executive to help improve programs, services and activities designed to support and assist children and youth with special needs.

1 2 3 4 5

Notes:

PART FOUR: ADDITIONAL NOTES/COMMENTS

ADDITIONAL/CONTINUED NOTES:

PART FIVE: GOALS AND OBJECTIVES FOR NEXT YEAR

GOALS AND OBJECTIVES FOR NEXT YEAR:

PART SIX: REQUIRED SIGNATURES

REVIEWER _____ DATE _____

NAME/TITLE: _____

I have received and reviewed this evaluation of my performance. My signature below indicates neither agreement nor disagreement with this evaluation.

EMPLOYEE: _____ DATE _____

EMPLOYEE'S COMMENTS: