



## **July Board Meeting**

July 24, 2024 9:30 a.m. – 11:00 a.m.

### **1. Introductions**

Marsha Oliver, Board Chair

a. Special Presentation – 100 Black Men of Jacksonville, Inc.

b. Employee Recognition

### **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 June Minutes**

Marsha Oliver, Board Chair

### **4. Overview of Mayor's Proposed Budget**

Karen Bowling, Chief Administrative Officer

Dr. Saralyn Grass, Chief Executive Officer

### **5. KHA Updates Presentation**

Dr. Saralyn Grass, Chief Executive Officer

Rodger Belcher, Chief Strategy Officer

Jessica Pitts, Director of Finance

Kenneth Darity, Chief Administrator Officer

### **6. Board Discussion**

Marsha Oliver, Board Chair

### **7. CEO Report**

Dr. Saralyn Grass, Chief Executive Officer

### **8. General Public Comments**

### **9. Next Meeting - August 28, 2024 @ 9:30 a.m.**

### **10. Adjourn**



## **June Board Meeting**

June 5, 2024 9:30am – 11:0am

### **1. Introductions**

Marsha Oliver, Board Chair

Marsha Oliver called the meeting to order at 9:30 a.m. She introduced herself and asked the Board members and liaisons to do the same. Ms. Oliver explained that today’s workshop format would allow the Board to make informed decisions and become better stewards of the city’s resources.

Members Present – Marsha Oliver, Cynthia Nixon, Connie Hodges, Carson Tranquille, Lawrence Dennis, Kevin Gay

Members Absent – Meredith Chartrand-Frisch

### **2. Public Comments Related to Action Items**

Ms. Oliver asked if there were public comments and there were none.

### **3. Presentations**

#### **a. Mayor’s Office Priorities**

Mr. Joe Inderhees, Assistant to the Chief of Staff, stated that Mayor Deegan believes that love is deeds and the Board’s devotion and commitment to KHA is the embodiment of this sentiment. He provided an overview of one of the Mayor’s success stories which is the River City Reader’s initiative. This program is important because statistics show that 70% of our nation’s inmates cannot read at a 4th-grade level. Targeting early learning improves literacy development in children and will change that trajectory. Improving literacy will reduce crime, raise literacy rates, improve graduation rates, and create a career-ready workforce.

Melissa Ross, Director of Strategic Initiatives, thanked KHA’s staff for the incredible support they have lent to the Mayor’s River City Reader’s initiative. She provided an update on this program which began in January with an initial city-wide reading goal of 300,000 minutes for the year. A few weeks later, the city exceeded that goal and it was increased to 1 million minutes which the city is on track to exceed. She also announced that new Mayoral initiatives include the development of a Bookmobile and the Summer Reader’s kickoff event.

b. Duval County Public Schools Update

Paula Renfro, Chief Academic Officer, provided an overview of DCPS' strategic plan which includes mental health, literacy, and workforce development. She announced that state assessment testing results have been received and literacy gains were made on every grade level. DCPS is helping students develop workforce readiness skills through the Duval Ready program. The Career Technical Education program is also a priority and master-level CTE programming has doubled in 1 year from 26% to 52%. The graduation rate has also increased from 87.2 last year to 88% this year. Ms. Renfro completed her comments by explaining the importance of afterschool and summer programs that focus on literacy including Communities in Schools and Read USA.

c. Needs Assessment/Gap Analysis and Services Plan Overview

Rodger Belcher, Chief Strategy Officer, provided an overview of the Needs Assessment and Gap Analysis which was conducted in FY 22/23. This report was produced in conjunction with The Nonprofit Center and NLP Logix. The authors of this report commissioned two advisory committees to provide feedback about community engagement. These committees were charged with ensuring that the analysis would adequately represent the community. As a result, KHA conducted listening sessions and surveys with community members to obtain feedback.

The Needs Assessment documented established needs and resources by health zone. The recommended priorities for additional funding were early intervention programming, mental health resources and Holistic services at community hope centers. This data was used to develop KHA's Services Plan which contains 5 strategic goals including physical and mental health and safety, success in schools, successful transition to adulthood, access to services, support and training for providers.

Kevin Gay explained the importance of developing dashboards which highlight KHA's progress made in accomplishing these 5 goals. Ms. Oliver shared that budget priorities should be based on the gaps that were identified during the Gap Analysis. Mrs. Nixon emphasized the importance of school safety and being able to track progress in this area. Mr. Tranquille stated how vital it is that the Board make budget decisions based on the gaps and needs of the community. Ms. Oliver wrapped up the discussion by sharing the importance of hearing from the providers and being able to determine the number of people who request services vs the number of people who receive them. Dr. Grass explained that data will be available in July which will provide a snapshot of every program and their outcomes for the first year of programming.

d. Presentation of Budget Proposal

Shari Shuman provided a summary of the Operating Budget which she explained is flat and contains no requests for additional increases in operating lines. The Operating budget is based on actual expenditures and is currently \$6,921,840. The department's request for Program funding is \$56,406,363 and the request for enhancements was \$8,085,000 bringing the total requested amount to \$71,413,203.



The city provided KHA with two types of funding last year which includes funds from the American Rescue Plan and the General Fund. This funding is based on current service levels. Ms. Shuman shared that she is working with the city's Budget Office and Council Auditors to determine which funds should be considered current level funding vs non-recurring funds. KHA's staffing level will remain the same, which is 42. A discussion was then held which included funding for security and the Organization Chart.

Dr. Grass provided an overview of the base budget for all of the essential service categories. Mr. Darity explained the proposed enhancements for each essential service category. After much discussion, the budget enhancement priorities were ranked in the following order:

1. Out-of-School Time (with an enhancement for the extra 0.91 rate)
2. Special Needs
3. Early Learning
4. Juvenile Justice
5. KHA Trust Fund
6. Youth Travel Trust Fund
7. Summer Camp Trust Fund
8. Grief and Burials
9. Contractual Services
10. County-wide Quality Assessments

Ms. Oliver asked for a motion to approve the KHA budget.

Motion: Kevin Gay  
Second: Cynthia Nixon  
Approved: 6-0

4. **General Public Comments**

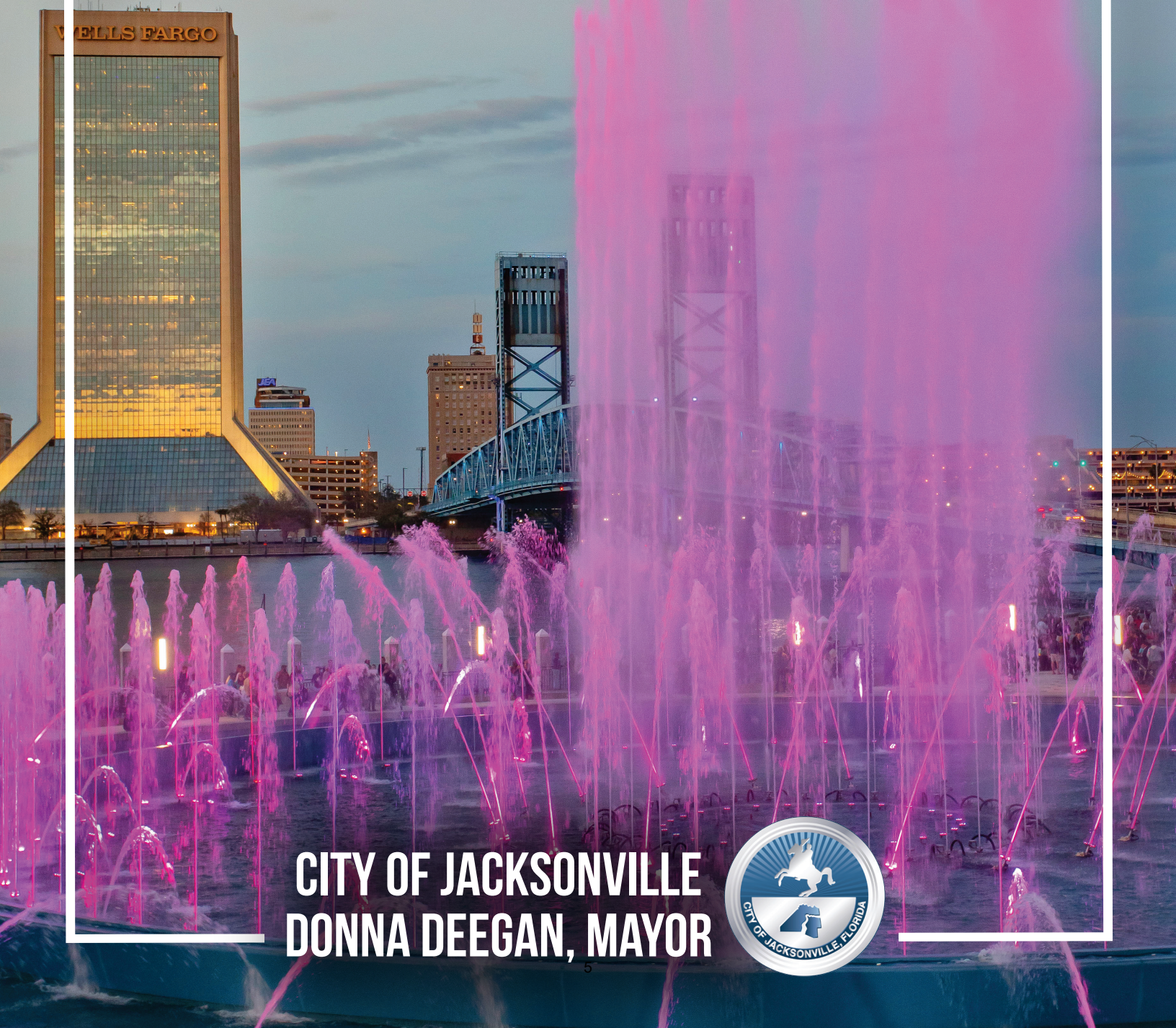
Dr. Grass mentioned that Deborah Sibley provided a calendar to Board members containing upcoming meeting dates for Committee and Board meetings, workshops and site visits. Ms. Sibley will send invitations to Board members/liaisons for each of these meetings.

5. **Adjourn**

Ms. Oliver adjourned the meeting at 12:00 p.m.



# PROPOSED ANNUAL BUDGET FISCAL YEAR 2024-2025



**CITY OF JACKSONVILLE  
DONNA DEEGAN, MAYOR**





# Kids Hope Alliance

Kids Hope Alliance Fund  
Subfund - 10901

	Actuals	Adopted	Proposed	Change From Prior Year	
	FY 2022-2023	FY 2023-2024	FY 2024-2025	Percent	Dollar
<b>REVENUE</b>					
Investment Pool / Interest Earnings	320,594	244,571	558,380	128.3%	313,809
Transfers From Other Funds	43,567,776	53,933,099	53,693,734	(0.4%)	(239,365)
<b>TOTAL REVENUE</b>	<b>43,888,370</b>	<b>54,177,670</b>	<b>54,252,114</b>	<b>0.1%</b>	<b>74,444</b>
<b>EXPENSE</b>					
Salaries	3,110,983	3,610,671	3,676,028	1.8%	65,357
Salary & Benefit Lapse	0	(69,326)	(75,927)	9.5%	(6,601)
Pension Costs	715,227	822,876	1,065,578	29.5%	242,702
Employer Provided Benefits	393,927	419,415	440,132	4.9%	20,717
Internal Service Charges	728,835	852,503	835,947	(1.9%)	(16,556)
Insurance Costs and Premiums - Allocations	43,994	50,633	49,731	(1.8%)	(902)
Professional and Contractual Services	345,242	375,331	375,332	0.0%	1
Other Operating Expenses	232,692	261,824	260,904	(0.4%)	(920)
Capital Outlay	2,039	2	2	0.0%	0
Debt Service	406,895	407,709	406,355	(0.3%)	(1,354)
Contingencies	0	46,968,032	46,968,032	0.0%	0
Transfers to Other Funds	478,000	478,000	250,000	(47.7%)	(228,000)
<b>TOTAL EXPENSE</b>	<b>6,457,834</b>	<b>54,177,670</b>	<b>54,252,114</b>	<b>0.1%</b>	<b>74,444</b>

<b>AUTHORIZED POSITION CAP</b>	Adopted	Proposed	Change
	FY 2023-2024	FY 2024-2025	
Full Time Positions	42	42	0
Part Time Hours	107,100	107,100	0

## **KIDS HOPE ALLIANCE FUND SUBFUND 10901**

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### **BACKGROUND**

The Kids Hope Alliance oversees programs that promote positive child and youth development.

### **SERVICE LEVELS / ENHANCEMENTS**

Service levels for this subfund are unchanged for the fiscal year 2024-2025.

### **REVENUE**

Investment Pool / Interest Earnings

- This amount represents the anticipated interest earnings for FY 25.

Transfers from Other Funds

- This amount represents the subsidy from the General Fund Operating fund (SF 00111) to balance the fund.

### **EXPENDITURES**

Salaries

- There is currently no cost-of-living increase included in the FY 25 budget. At time of publication, the City's contracts with the various employee unions are currently in negotiations and have not been approved by the City Council. The change in this category is driven by personnel salary changes during FY 24.

Salary & Benefit Lapse

- This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 25.

Pension Costs

- This category includes the FY 25 required contribution for the general employees defined benefit plan as well as anticipated general employees defined contribution plan payments.

Employer Provided Benefits

- This category includes payroll taxes, employee insurance and workers compensation costs.

Internal Service Charges

- This category includes the estimated internal service billings for the various services provided to this fund by the City's internal service providers. The net change in this category is driven by several factors, the largest of which include reductions of \$20,116 in the cost of computer system maintenance and security, \$15,644 in the utilities allocation costs, and \$10,077 in the copier consolidation cost. These were somewhat offset by an increase of \$28,974 in building maintenance costs.

Insurance Costs and Premiums - Allocations

- This amount includes general liability and miscellaneous insurance costs.

Professional and Contractual Services

- This category includes funding for community need assessments, program evaluations, data analysis, and various consultants.

Other Operating Expenses

- This category consists of various small items, the largest of which include hardware/software maintenance and licenses costs of \$89,404, dues and subscriptions costs of \$60,238, \$34,149 in travel and training costs, \$28,000 in other operating supplies, and \$26,714 in advertising and promotion costs.

Debt Service

- This amount represents the interest and principal repayments related to debt on the Don Brewer Center.

Contingencies

- This amount represents the FY 25 proposed program funding for the Essential Service Plan. Due to a Council conflict, this funding is placed in a contingency and will be appropriated as part of ordinance 2024-511.

○ Out of School Time	\$22,462,271
○ Juvenile Justice Prevention/Intervention	\$3,115,169
○ Early Learning	\$6,826,268
○ Special Needs	\$9,005,245
○ Grief Counseling / Burial Cost	\$47,527
○ Preteen and Teen Programming	\$4,211,552
○ Preteen and Teen Programs - Mayor's Youth at Work Partnership	\$1,300,000

Transfers to Other Funds

- This category includes a transfer of \$200,000 to the Child Services Trust (SF 10904) and \$50,000 to Youth Travel Trust – KHA (SF 10905).

**AUTHORIZED POSITION CAP**

The authorized position cap and part-time hours are unchanged.

Kids Hope Alliance Trust Fund  
Subfund - 10904

	Actuals	Adopted	Proposed	Change From Prior Year	
	FY 2022-2023	FY 2023-2024	FY 2024-2025	Percent	Dollar
<b>REVENUE</b>					
Transfers From Other Funds	428,000	428,000	200,000	(53.3%)	(228,000)
<b>TOTAL REVENUE</b>	<b>428,000</b>	<b>428,000</b>	<b>200,000</b>	<b>(53.3%)</b>	<b>(228,000)</b>
<b>EXPENSE</b>					
Other Operating Expenses	0	1	1	0.0%	0
Grants, Aids & Contributions	425,705	427,999	199,999	(53.3%)	(228,000)
<b>TOTAL EXPENSE</b>	<b>425,705</b>	<b>428,000</b>	<b>200,000</b>	<b>(53.3%)</b>	<b>(228,000)</b>

<b>AUTHORIZED POSITION CAP</b>		Adopted	Proposed	Change
		FY 2023-2024	FY 2024-2025	
	Full Time Positions	0	0	0
	Part Time Hours	0	0	0

## **KIDS HOPE ALLIANCE TRUST SUBFUND 10904**

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### **BACKGROUND**

Municipal Code Section 111.850/Part A created a trust fund account to be known as the Kids Hope Alliance Trust Fund. This fund receives donations, contributions of money, including gifts and grants for use toward achieving the purposes, functions, and goals of the Essential Services Plan for Kids Program. All sums placed into the fund, which shall include all interest earned or accrued thereon, shall be appropriated by the Council prior to expenditure, and shall be utilized for establishing, operating, maintaining, and improving the Essential Services Plan for Kids Program and to provide funding for the Kids Hope Alliance mini-grant program. This is an all-years fund.

### **SERVICE LEVELS / ENHANCEMENTS**

The additional funding of \$228,000 which had been provided for this subfund in FY 24 has been removed.

### **REVENUE**

Transfer From Other Funds

- This amount represents a contribution from Kids Hope Alliance (SF 10901) to fund efforts related to the Essential Services Plan for Kids Program.

### **EXPENDITURES**

Grants, Aids & Contributions

- This funding is to support the Essential Services Plan for Kids Program.

Youth Travel Trust - KHA  
Subfund - 10905

	Actuals	Adopted	Proposed	Change From Prior Year	
	FY 2022-2023	FY 2023-2024	FY 2024-2025	Percent	Dollar
<b>REVENUE</b>					
Transfers From Other Funds	50,000	50,000	50,000	0.0%	0
<b>TOTAL REVENUE</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0.0%</b>	<b>0</b>
<b>EXPENSE</b>					
Grants, Aids & Contributions	94,555	50,000	50,000	0.0%	0
<b>TOTAL EXPENSE</b>	<b>94,555</b>	<b>50,000</b>	<b>50,000</b>	<b>0.0%</b>	<b>0</b>

<b>AUTHORIZED POSITION CAP</b>		Adopted	Proposed	Change
		FY 2023-2024	FY 2024-2025	
Full Time Positions		0	0	0
Part Time Hours		0	0	0



## **YOUTH TRAVEL TRUST - KHA SUBFUND 10905**

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### **BACKGROUND**

Municipal Code Section 111.850/Part B created a trust fund account to be known as the Youth Travel Trust Fund. This fund receives donations, contributions of money, including gifts and grants for use toward achieving the purposes, functions, and goals of the Youth Travel Program. All such donations and contributions are housed within this fund. The annual appropriation to this fund may not exceed \$50,000.

### **SERVICE LEVELS / ENHANCEMENTS**

Service levels for this subfund are unchanged for the fiscal year 2024-2025.

### **REVENUE**

Transfer From Other Funds

- This amount represents a contribution from Kids Hope Alliance (SF 10901) to fund efforts related to the youth travel trust.

### **EXPENDITURES**

Grants, Aids & Contributions

- This funding is for youth travel support.