



**GOVERNANCE AND PROGRAMS COMMITTEE
MEETING AGENDA
Monday, December 2nd, 2019
1:00 PM - 2:30 PM**

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1. CALL TO ORDER	Dr. Barbara Darby	
2. APPROVAL OF THE MINUTES	Dr. Barbara Darby	02
3. REPORT OF THE CHAIR	Dr. Barbara Darby	
4. NEW BUSINESS:		
Action Items: <i>(open for public comments prior to vote)</i>		
• Lutheran Services Rent Reduction (Administration)	Joyce Watson	07
• Pritzker Children’s Initiative: Community Innovation Grant (Early Learning)	Dr. Saralyn Grass	08
• Funds Transfer to Special Needs (Special Needs/PreTeen-Teen)	Dr. Saralyn Grass	10
5. DISCUSSION:		
• Board Retreat		
• 19/20 Workplan Items		
6. PUBLIC COMMENTS		
7. NEXT STEPS & MEETING SCHEDULE	Dr. Barbara Darby	
8. ADJOURN		



**GOVERNANCE & PROGRAM COMMITTEE
MEETING SUMMARY
November 4, 2019
1:00 PM – 2:30 PM**

Voting Board Attendees:

Dr. Barbara Darby, Committee Chair
Kevin Gay
Donna Orender

Staff:

Donnie Horner, Cynthia Nixon, Cory Armstrong, Dae Lynn Helm, Ruth Waters, Katoia Wilkins, Rodger Belcher, Tia Keitt, LaRaya Strong, Mary Nash, Kenneth Darity, John Everett, Saralyn Grass, April Hart, Jerelyn Allen, Vanesha Calhoun, Suwandail Garner, Quinn Washington, Debra Sibley, Lenora Wilson, Mari Ganues

COJ Staff:

Julia Davis, Office of General Counsel

Guest

Sara Alford, Big Brother's & Big Sister's; Marsha Davis, Northeast Florida Healthy Start; Faye Johnson, Northeast Florida Healthy Start; Darren Dailey, Jax Children's Chorus

Call to Order

The Governance & Programs Committee meeting was called to order at 1:00 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today and wished everyone a Happy Thanksgiving just in case she did not see them before then. Dr. Darby said since there is no quorum at the moment the summary will be approved once Donna Orender comes. Dr. Darby gave instructions for evacuation in case of an emergency and went over the comment cards and the time for public comments.

Updates

Cory Armstrong gave an update on the Annual Report. This report was presented to the City Council Finance Committee and will be presented again on November 5, 2019. Mr. Armstrong said most of the data requested by Council has been gathered for the second presentation to the City Council Finance. The Sr. Leadership team has been meeting to review the Essential Services Plan and produce suggested changes since it has been a year. At this time Dr. Darby welcomed Ms. Orender to the meeting. Mr. Gay asked about a base line of services and getting a report on services being provided. Mr. Horner answered Mr. Gay's questions. Dr. Darby offered some guidance to staff when it comes to goals, metrics and services. Dr. Darby said the Essential Services Plan was written to include all the things that the Board would want and would be



looking for in the end of the year report. Dr. Darby said she would hope that the information staff brings to the Board is reflective of that. Dr. Darby asked for approval of the minutes from October 7, 2019. Mr. Gay made the motion and Ms. Orender seconded it. Dr. Darby invited public comments. With none being heard, the motion to approve was passed.

Action Items

Kenneth Darity introduced the Young Men’s Christian Association Budget Amendment Request. The Governance Committee was asked to approve an amendment to the budget of The Young Men’s Christian Association of Florida’s First Coast, Inc. (YMCA) for its program at Southside Middle School to create a new budget line item – Program Contractual - SRO - and to move \$18,553 from Payroll to this new budget line item, and Authorize the CEO to execute an amendment to the contract consistent with the action above. Mr. Darity gave some background information for this request. Kevin Gay made the motion and Donna Orender seconded it. Ms. Orender asked about how much is being paid now. Is it more or less since its 10 percent of the budget? Cynthia Nixon explained that it depends on if this is a School District Officer or a Jacksonville Sheriff’s Officer. Mr. Darity will find out what the exact amount is for an officer before the next Board meeting. There was discussion on the budget amount not being increased and a request that the Governance Committee would like to know the financial impact of this request. After all discussion and public comments, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Mary Nash introduced Healthy Families Jax Subcontract Renewal. The Northeast Florida Healthy Start Coalition, Inc. became the subcontractor for Healthy Families Jacksonville program on October 1, 2016. The Board previously approved two successive three-month extensions of the contract rather than approving a renewal of the contract for the final renewal period (July 1, 2019 through June 30, 2020) due to performance issues. The current recommendation is to extend the contract for an additional 6 months (the balance of the renewal period) to allow additional time to complete a new RFP for the Healthy Families Jacksonville program. This RFP will be presented to the Board for approval at the February 2020 meeting and will include recommendations from a Healthy Families Jacksonville Efficacy Review that will be completed December 2019. Performance under the contract has shown some improvement. Dr. Darby asked for a motion to approve the request. Mr. Gay made the motion and Donna Orender seconded it. Dr. Darby opened the floor for discussion and public comments. Ms. Nash said that an Efficacy Study will be ready in December and the RFP will be ready in January of 2020. Dr. Darby opened the floor for discussion and public comments. Dr. Darby talked about improvement and outcomes and asked are there any priorities for performance during the contract extension. Ms. Nash said there maybe a few safety standards and sentinels’ standards that they will identify and those will be marked as priorities. Ms. Nash will bring that information back to the Governance Committee with a plan for improvement. Marsha Davis, Healthy Families program manager, talked about a plan to meet those required standards and achieve their goal. Ms. Davis wants the Committee to understand that while they are trying, they may not be met. Ms. Orender asked for ongoing report to be able to say yes to this request. Mr. Horner said that Ms. Nash meets



regularly with Northeast Health Families staff and has reports on outcomes and whether they are hitting the mark and what areas are not. Faye Johnson, CEO of Northeast Healthy Families talked about working with KHA to improve the programs and to figure out the areas that need improvement and where those challenges are in order to be successful. Ms. Johnson feels that there has to be something wrong with the model when other states are experiencing some of the same issues and missing some of the same marks. She would like to sit down with KHA staff to see what can be done. Mr. Gay talked about being more engaged and having a committee to sit around the table to review the Healthy Families model. Dr. Darby asked if there were any public comments. With none being heard, Dr. Darby asked all in favor of extending the contract through June 30, 2020 to signify by the sign of “aye”. All were in favor and the motion was passed. Dr. Darby asked that each action item included the Essential Services Category and when using abbreviation, please spell them out and put the acronym in parenthesis.

Tyrica Young introduced Compass USA, Inc. Canteen Renewal. The Governance Committee was asked to authorize the renewal of Kids Hope Alliance’s (KHA) contract with Compass Group USA, Inc. to provide meals (snack and supper) to KHA’s community-based afterschool program sites for the period October 1, 2019 through January 31, 2020, or such later date as KHA enters into a new contract for these services and to authorize the CEO to execute an amendment to the contract and all other documents consistent with the intent of the action authorized above. This is the Out of School time Essential Services Category. Ms. Orender made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Ms. Young mentioned that the State has asked that all contracts be rebid. Mr. Gay asked about how many kids are we serving. Discussion followed on the release date of the Request for Proposal (RFP) and the timeline to completion. Dr. Darby mentioned to Donald Horner the things that would be helpful when reviewing and discussing action items during committee meetings, like what is the increase in numbers served, when did we receive the notice from the state that this would have to be rebid, and how was the rate determine. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Tyrica Young introduced Florida Institute of Education at University of North Florida contract renewal. The Governance Committee was asked to authorize execution of a contract with Florida Institute of Education at the University of North Florida (“FIE”) for Early Education SAIL Network, Cycle 3 Technical Assistance and Support as described in the Scope of Work attached to this action item and authorize the CEO to execute the contract and any other documents consistent with the intent of the action authorized above. This is a renewal of a three-year contract. Mr. Gay made the motion and Ms. Orender seconded the approval of the renewal. Mr. Gay asked how staff thinks this has gone so far. Ms. Young said that students in the program pilot site were compared to students not in the program using the I Ready software. There was a small increase in reading and student attendance. Dr. Darby asked for a report from the last two year. Ms. Young said she would ask Florida Institute to present at the board meeting and asked that the committee allow time to revise this item before being brought before the board. There was continued conversation on the program and the outcomes to support funding for another year. Dr. Darby said the two-year report should have proceeded the request by the Board to approve



funding for year three. The Governance Committee agrees that Florida Institute of Education needs to present a report to the full Board. Mr. Gay amended his request and made a motion to include a report on this item to the full board and Ms. Orender seconded it. Dr. Darby asked for public comments for the amendment. With none being heard, Dr. Darby asked all in favor of moving the item to the full board with a presentation from Florida Institute of Education signify by the sign of “aye”. All were in favor and the amended motion was passed. Ms. Orender talked about when staff has any doubt about an action item, it is ok to let the Committee know. Staff does not have to always recommend approval.

Tyrica Young introduced Summer Food Service Program Grant Renewal. The Governance Committee was asked to approve the renewal of the Florida Department of Agriculture and Consumer Services/ Division of Food, Nutrition, and Wellness grant for Summer 2020 and authorize the CEO to execute a grant contract and all other documents necessary to fulfill grant requirements. To provide summer meals to community and faith-based programs. Mr. Gay made the motion and Ms. Orender seconded it. Dr. Darby opened the floor for discussion and public comments. There was discussion on the difference in the summer sites and the afterschool sites and the number of children being served by KHA. Dr. Darby asked that the pages numbers be included in our committee package for ease in locating. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Lenora Wilson introduced Early Learning Coalition of Duval Childcare Match Funding Grant. The Governance Committee was asked to authorize Kids Hope Alliance (“KHA”) to enter into a direct contract with the Early Learning Coalition of Duval for \$625,000 for child care scholarships for the current fiscal year with the scope of services and performance metrics substantially in the form attached to this action item and authorize the CEO to execute the contract and any other documents consistent with the intent of the action item taken above. This funding will provide childcare assistance scholarships for approximately 325 children ages 0-8 years old. Mr. Gay made the motion and Ms. Orender seconded it. Dr. Darby opened the floor for public comment. Mr. Gay asked about the funding amount compared to last year. Ms. Wilson explained that the state had changed their formula, but the amount is the same as last year. The amount of funding will be based on the funding for the child age group as to if there will be the same amount served. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Lenora Wilson introduced Program Quality and Workforce Development Grant. The Governance Committee was asked to authorize Kids Hope Alliance (KHA), to enter into a direct contract with the Early Learning Coalition of Duval for \$1,352,194 for program quality and workforce development services with a scope of services and performance metrics substantially in the form attached to this action item and authorize the CEO to execute the contract and any other documents consistent with the intent of the action taken above. Ms. Wilson said that under this contract, the Early Learning Coalition of Duval (“ELC”) will provide onsite professional development such as coaching services, training and technical support for all classroom levels, infants through preschool, with the goal of improving program quality for up to approximately



100 early learning child care centers and family child care homes. The priority in allocating resources and service provision shall be programs in “high opportunity” neighborhoods and those with a high percentage of school readiness children. Dr. Darby asked for an overall summary of the program. Ms. Wilson talked about the six key areas that will be focused on in their scope of services. Ms. Orender made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Gay asked about the key areas and how do we know if they have improved. Dr. Darby talked about the programs measure for 2018-2019 and would like that information shared with the Committee. Dr. Darby asked for a list of the early learning sites. With no public comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Lenora Wilson introduced Childcare Enhancement and Family Engagement Grant.

The Governance Committee is asked to authorize KHA to enter into a direct contract with the Early Learning Coalition of Duval for \$829,500 for a “gap” child care scholarship program with a scope of services and performance metrics substantially in the form attached to this action item and authorize the CEO to execute the contract and any other documents consistent with the intent of the action taken above. This will allow the Early Learning Coalition of Duval to fill gaps and services for targeted populations in at hope neighborhoods and to provide a community building family engagement program in three public housing neighborhoods. Ms. Wilson gave a summary of the services that this will provide to help with the gaps that have been determined. Ms. Orender made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Discussion topics

The Governance and Programs Committee need to establish a new work plan. Dr. Darby asked the committee members to make a list of items that would get passed on to the Board. Dr. Darby mentioned that Ms. Orender had asked about the procurement process and wanting someone from there to attend a board meeting. Another item to address is the Essential Services Plan. Mr. Gay asked about a special meeting with the representative from the UNF Center for Urban Education & Policy to discuss updating the Essential Services Plan. Ms. Orender talked about Success and what does it look like and how do we help the providers to be successful. Ms. Orender talked about having data to make sound decisions that are impactful. Ms. Orender said that KHA just invested a lot of money in early learning, we need to be able see outcomes that support our efforts. Dr. Darby said she will send Mr. Horner some notes for the workplan.

Public Comments

Sara Alford, Big Brother’s & Big Sister’s, wanted to thank the Governance Committee for their thoughtful nature for requesting procurement to come and speak with the small providers.

Adjourn

The meeting was adjourned at 2:41 p.m.

BOARD ACTION ITEM: AMENDMENT TO LEASE AGREEMENT BETWEEN LUTHERAN SERVICES FLORIDA, INC.

FINANCE COMMITTEE: DECEMBER 2, 2019

GOVERNANCE COMMITTEE/

PROGRAM COMMITTEE: DECEMBER 2, 2019

BOARD MEETING DATE: DECEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER, III, ACTING CHIEF EXECUTIVE OFFICER

JOYCE WATSON, DIRECTOR, KHA ADMINISTRATION

REQUESTED ACTION:

The Board is asked to:

1. Approve a 50% reduction in the rent payable to KHA under a Lease Agreement for the Don Brewer Early Learning and Professional Center between KHA and Lutheran Services Florida, Inc., for the period October 1, 2019 thru September 30, 2020.

NARRATIVE:

Lutheran Services Florida, Inc. has leased the Don Brewer Early Learning and Professional Center for the purpose of operating a children's Head Start Program since July 15, 2014. The original term of the Lease was five years ending July 14, 2019. Lutheran Services exercised its right under the Lease to extend the term for an additional 5-year period ending July 14, 2024. KHA manages the Lease on behalf of the City of Jacksonville.

LSF asked KHA to recommend the rent reduction in order to help Lutheran Services meet its local match under its federal grant to operate the Head Start program. This action reduces the monthly rental payment by fifty percent (50%), from \$6,820.00 to \$3,410.00, for KHA's 2019-2020 Fiscal Year. The Jacksonville City Council approved the rent reduction in the City's Annual Budget Ordinance.

FISCAL IMPACT:

This action approves a reduction in KHA's 2019-2020 rent revenue under the Lease from \$81,840.00 to \$40,920.00 and reduces the amount available to KHA to offset expenses related to the upkeep of the facility.

GOVERNANCE IMPACT:

Needs Kids Hope Alliance Finance Approval
Needs Kids Hope Alliance Governance Approval
Needs Kids Hope Alliance Board Approval

OPTIONS:

1. Vote to approve recommendation.
2. Decline to approve recommendation.

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM: PRITZKER CHILDREN’S INITIATIVE (PCI): COMMUNITY INNOVATION GRANT

GOVERNANCE COMMITTEE: DECEMBER 2, 2019

FINANCE COMMITTEE: DECEMBER 2, 2019

BOARD MEETING DATE: DECEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER

RE: PRITZKER CHILDREN’S INITIATIVE (PCI): COMMUNITY INNOVATION GRANT

REQUESTED ACTION:

The Board is asked to approve:

- 1) Authorize KHA to apply for a grant from the Pritzker Children’s Foundation for the Pritzker Children’s Initiative (PCI): Community Innovation Grant for the period of April 2020 thru March 2023, for up to \$425,000 over three years.
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements.

NARRATIVE:

Name of the grant: Pritzker Children’s Initiative (PCI): Community Innovation Grant

Does this align with the Kids Hope Alliance Ordinance and Essential Services Plan? Yes, the grant is for capacity building (not direct service) and falls within the Essential Services Category of Early Learning.

Does this address a requirement of an existing grant? No.

Is this associated with an existing contract or program? Yes, much of the work we currently do in the Early Learning arena, including improving the quality of childcare facilities in high-needs areas, aligns with the desired outcomes of this grant and could be coordinated under the umbrella of this initiative.

How many children will be served/ impacted? The intended outcome of the grant is to expand high-quality early learning services to at least 2,000 children who are at-risk (as defined by the grantor) and between the ages of zero and three.

Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details. Yes, there is a requirement for the recipient to match 30% the grant funding (\$127,500) by the end of the year two.

Is this in the Kids Hope Alliance budget? Not currently but will be requested in the KHA budget request for 2020-21.

What partners or partnerships are involved? The partners currently involved in the planning of this grant are: Episcopal Children’s Services, NE FL Healthy Start Coalition, Family Support Services of NE Florida, Sulzbacher Homeless Village, Duval Public Schools (HIPPY), Lutheran Social Services, and the Early Learning Coalition of Duval County.

FISCAL IMPACT:

The funding of this grant would come from the Pritzker Children’s Initiative through the National League of Cities. We could potentially receive a total of \$425,000 over the course of three years and could pay for one staff person.

GOVERNANCE/PROGRAM IMPACT:

This would add depth to the Early Learning Essential Service Category. With the targeted staff person, we would be able to build capacity both at KHA and within the community around services for infants and toddlers, which is desperately needed.

OPTIONS:

1. Vote to approve.
2. Decline to approve.

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: DECEMBER 2, 2019

FINANCE COMMITTEE: DECEMBER 2, 2019

BOARD MEETING DATE: DECEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER

RE: FUNDS TRANSFER TO SPECIAL NEEDS

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the transfer of funds from Teen/Pre-Teen to Special Needs.

Amount	Transfer From	Transfer To
\$71,242.00	Teen/Pre-Teen (JCOD191ESPTP)	Special Needs (JCOD191ESSN)

NARRATIVE:

In partnership with, KHA was awarded the SAMHSA [Substance Abuse and Mental Health Services Administration], HHS, contract titled “High-Fidelity Wrap Around Services & Integrated Care Coordination for Children and their Families” for the period October 1, 2019 through September 30, 2023. This is a continuation of the work we have been doing for this same funder since 2010. In previous years, KHA/JCC has provided a cash match of \$50,000-\$100,000. This year, the grant was submitted with no match funding. In an effort to rectify this, KHA would like to move the \$71,242 left from the proposed Young Men’s Success RFP in Pre-Teen which has not been planned out to Special Needs in order to provide a match for this grant. We will then be able to fund a full-time staff position from grant funds to assist in the monitoring of the grant from the City.

FISCAL IMPACT:

The Young Men’s Success RFP that was planned (but not formally written or issued) for the Pre-Teen/Teen category will no longer take place. The \$71,242 will be used as match dollars to support the SAMHSA grant and will be included in the budget for Managed Access to Child Health, Inc. In turn, KHA will be holding back approximately \$70,000 of the \$1,000,000 award to hire a staff person to manage/monitor this grant from the City.

GOVERNANCE/PROGRAM IMPACT:

The Young Men’s Success RFP that was planned (but not formally written or issued) for the Pre-Teen/Teen category will no longer take place. KHA will gain one staff person from grant-funded dollars to work on the monitoring of this grant.

OPTIONS:

1. Vote to approve.
2. Decline to approve.

STAFF RECOMMENDATION: Staff recommends approval.