



Kids Hope Alliance Finance Committee Agenda

DATE: Wed February 9th, 2022
TIME: 10:00am - 11:30am EST
LOCATION: Kids Hope Alliance Board Room
GROUPS: KHA Staff, Finance Committee

1. **Introductions and Instructions**

Tyra Tutor

2. **Approval of the Minutes**

[12.1.21 Finance Committee Meeting Minutes.pdf](#)

3. **Finance Report**

April Hart

[12.31.21 Budget to Actual.pdf](#)

4. **New Business**

a. **Mentoring and Training Services for Programs**

Tyrica Young

[22-001 Mentoring and Training Services for Providers Action Item.docx](#)

5. **Board Discussion**

a. **Finance Committee Timeline and Goals**

[Finance Committee Timeline and Goals.pdf](#)

6. **Public Comment**

7. **Next Steps and Meeting Schedule**

1. Introductions and Instructions

Meeting is called to order at 9:32 by Committee Chair Tyra Tutor. Committee members Jenny Vipperman and Rebekah Davis are in attendance. Board Chairman Dr. Marvin Wells and Office of General Counsel Representative Lawsikia Hodges were also in attendance. No members absent.

2. Approval of the Minutes

Approved 3-0.

3. New Business

a. Contract for 100 Black Men of Jacksonville for Implementation of the STEM Hub Grant

Tyrica Young

Tyrica Young presented the action items for 100 Black Men of Jacksonville and I'm a Star. Mrs. Davis made the motion and Mrs. Vipperman made the second. No public comment. Mrs. Tutor said she was excited about this project, and she asked what our role is in this project. Mrs. Young responded saying that we are the fiscal agency for the project. Mr. Weinstein spoke about how the project originated and the role of the City of Jacksonville and the State of Florida. Mrs. Vipperman asked about when this is anticipated to open. Mrs. Young responded that the anticipated open date is January 3rd depending on supply chain deliveries. Approved 3-0.

b. Contract for I'm a Star for implementation of the STEM Hub Grant

Tyrica Young

This item was combined with the previous action item. No public comment. This item was approved 3-0.

c. Extension of Goodwill Industries for Implementation of the STEM Hub Grant

Tyrica Young

Tyrica Young presented the action item for an extension of services for Goodwill Industries to include services for the NW Jacksonville STEM Hub. Leon Baxton gave a public comment regarding the stipends given to students, he stated that CIS has been doing the same stipend at 5 locations. Mrs. Tutor asked if the stipends varied on the student, and Mrs. Young responded by saying that it doesn't vary for the students. This item was approved 3-0.

4. Board Discussion

a. Review Annual Timeline and Goals

Dr. Saralyn Grass stated that the recommendations for the Finance Committee's annual timeline came from what is referred to the committee in the bylaws. Mr. Weinstein wanted to incorporate that in June the Board will have to approve the KHA budget that would be submitted to council. The Board agreed to the timeline and goals.

b. Review Board Approved Policies

Shari Shuman stated that it was best practice to review approved policies on an annual basis. Mrs. Vipperman made a motion on the advance policy, Mrs. Davis made the second. Mrs. Vipperman asked about how many providers utilize the advance policy, April Hart responded by saying roughly 70% of providers utilize the advance policy. Approved 3-0. Mrs. Davis made the motion on the audit policy, Mrs. Vipperman made the second. Mrs. Shuman read the audit policy and stated that there are no changes recommended for this policy. Mrs. Tutor stated that the Finance Committee reviewed and was comfortable with all Finance policies.

5. Public Comment

Mr. Weinstein brought to the Boards attention that the staff will be presenting a recap of many efforts from the previous years in the coming months, covering the responses to the audits that were recently completed.

Meeting adjourned at 10:05 a.m.

6. Next Steps and Meeting Schedule

KIDS HOPE ALLIANCE

After-School Food Program Grant

Grant Period: October 1, 2021 to September 30, 2022

December 31, 2021

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 841,192	\$ -	\$ -	\$ (841,192)
Contributions from Other Funds	10,000	-	-	(10,000)
Total Revenues	\$ 851,192	\$ -	\$ -	\$ (851,192)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 82,724	\$ 15,739	\$ -	\$ 66,985
Salaries - Part Time	7,350	1,479	-	5,871
Employee Benefits	17,680	4,168	-	13,512
After-School Team Up - Food/Food Transp	733,233	120,919	612,314	-
Internal Service Charges	100	-	-	100
Other Operating Expenses	10,105	3	-	10,102
Total Expenditures	\$ 851,192	\$ 142,308	\$ 612,314	\$ 96,570
Total Revenues Less Expenditures	\$ -	\$ (142,308)	\$ (612,314)	\$ (754,622)

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

Revenue in the amount of \$263,871 for the months of October and November have been received by the awarding agency, these amounts were recorded to the January 2022 budget period, thus not reflected in the December statement.

BOARD ACTION ITEM: EXPEND FUNDS IN THE TRUST FUND TO PROCURE MENTORING AND TRAINING PROFESSIONAL SERVICES FOR PROVIDERS

ESSENTIAL SERVICE CATEGORY: ALL

BOARD MEETING:

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize the CEO of KHA to expend funds from the Kids Hope Alliance trust fund to procure Mentoring and Training Professional Services for Providers in the amount up to \$80,000.

- 2) Authorize the CEO of KHA to take all other actions necessary to accomplish the actions approved in (1) above.

NARRATIVE:

Kids Hope Alliance Trust Fund, Sec. 111.850, states funds shall be utilized for operating, maintaining, and improving the Essential Services Plan for Kids provided in Chapter 77, Ordinance code, and to provide funding for the Board's mini-grant program.

Mentoring services will be provided to small providers. Training programs will be offered to all providers to assist non-profit agencies/providers in capacity building, navigating the City of Jacksonville's procurement process and KHA's contract execution and deliverables processes.

FISCAL IMPACT:

The Mentoring and Training Professional Services will be funded through Kids Hope Alliance trust fund in the amount of up to \$80,000.

PROGRAMMATIC IMPACT:

The Mentoring and Training Professional Services for providers will provide for optimization of non-profit agencies to effectively navigate and procure KHA funds.

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.

Finance Committee Timeline

Month	Goal
Dec 2021	Review Annual Timeline and Goals Review Board Approved Policies
Feb 2022	Mid-Year Review w/ Projections Grant Review
Apr 2022	Review of Renewals Preliminary Discussion on Budget Priorities
Jun 2022	Preliminary Budget
Aug 2022	Review Annual Timeline and Goals Financials w/ year end projections
Oct 2022	Approved Budget Review Board approved policies
Dec 2022	Year-end financials Grant review

Finance Committee. The Finance Committee consists of a minimum of three members. The Finance Committee is responsible for ongoing review and recommendations of the financial functions. The Finance Committee shall also review and make recommendations regarding:

- Annual Budget
- Financial Statements
- Grant Requests for Submissions
- Program Proposals (i.e. Request for Proposals, Sole Source)