



**FINANCE COMMITTEE MEETING SUMMARY**  
**November 13, 2019**  
**9:30 AM – 11:00 AM**

**Voting Board Member Attendees:**

Tyra Tutor  
Dr. Marvin Wells  
Rose Conry

**Staff:**

Donnie Horner, Cynthia Nixon, Saralyn Grass, Delores Williams, Travis Williams, Cory Armstrong, Mary Nash, Katoia Wilkins, Ruth Waters, Joyce Watson, Tyrica Young, Eric McClure, Tia Keitt and April Hart

**COJ Staff:**

Mary Staffopoulos, Office of General Counsel

**Guests:**

Jerome Baltazar, Communities in Schools; D. Daily, Jax Children's Chorus; Bryan Jones, Communities in Schools; Gloria Peters, Boys and Girls Club of NEFL

**Call to Order**

The Finance Committee Meeting was called to order at 9:31 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked for approval of the October 9<sup>th</sup> finance summary. Dr. Wells made the motion and Mrs. Conry seconded it. Ms. Tutor opened the floor for comments. Dr. Wells said there was a typo that need to be corrected and has already spoke with Delores Williams to make changes. With that being said, Ms. Tutor asked all in favor to signify by the sign of "aye". The motion was passed.

**Finance Report**

Ms. Tutor asked Ms. Nixon to give a preliminary update since the year- end financial, ending September 30, 2019, have not been finalized. Ms. Nixon did an overall summary of the indexes and the different variances in the report. Ms. Nixon touched on the funds left in part time dollars and grants. There was discussion by the Committee to review the final report for the period ending September 2019 at the January meeting.



### **New Business**

**Kenneth Darity introduced Young Men’s Christian Association Budget Amendment Request.** The Finance 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. Dr. Wells made the motion and Rose Conry seconded it. Mr. Darity mention that the Governance Committee had asked him about the fiscal impact. Mr. Darity said that there is no impact, because this is a reclassification from Payroll to Contractor in the same amount. Mr. Darity said the funds will be for compensation only. After all discussion and public comments, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed. Ms. Tutor asked if the position will be an employee of the DCPS or Sheriff’s Office. Mr. Darity said it would be neither entity since this is a contractual position. Dr. Grass talked about presenting an internal policy to the committee that would give staff the authority to approve an agency request to move funds that were over 10% of their budget.

**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. Ms. Tutor asked for a motion to approve the request. Dr. Wells made the motion and Mrs. Conry seconded it. Ms. Tutor 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. With none being heard, Ms. Tutor 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.

**Tyrica Young introduced Compass USA, Inc. Canteen Renewal.** 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. Mrs. Conry made the motion and Dr. Wells seconded it. Ms. Tutor opened the floor for discussion and public comments. The State has asked that all contracts be rebid, and this extension renewal will prevent any gaps in services. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Tyrica Young introduced Summer Food Service Program Grant Renewal.** The Finance Committee is 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. Dr. Wells made the motion and Mrs. Conry seconded it. Ms. Tutor opened the floor for discussion and public comments. There was discussion on the services provided at the afterschool sites and over the summer. With no other comments being heard, Ms. Tutor 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 Finance 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. Dr. Wells made the motion and Mrs. Conry seconded it. Ms. Tutor opened the floor for public comment. The committee 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 the 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, Ms. Tutor 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 Finance 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. Ms. Wilson talked about the six key areas that will be focused on in their scope of services. Dr. Wells made the motion and Mrs. Conry



seconded it. Ms. Tutor opened the floor for discussion and public comments. With no public comments being heard, Mrs. Tutor 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 Finance Committee was 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. Dr. Wells made the motion and Mrs. Conry seconded it. Ms. Tutor opened the floor for discussion and public comments. Dr. Wells is encouraged that we are doing everything we can to help those who are in the most need. Dr. Grass talked about the 2Gen approach and hope to have more of that concept in the contracts. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Mary Nash introduced Funds Transfer from Preteen to Special Needs.** The Committee is asked to approve the transfer of funds from Pre-Teen to Special Needs category that were not being utilized. Ms. Nash stated that due to funds being depleted under the Special Needs bids, DLC Nurse and Learn was not fully funded what was requested. Ms. Nash has funding available from the Safe and Thriving grant that will allow them to fund Youth Crisis Center, which is next up to be funded, but the underfunded provider, DLC Nurse and Learn must be fully funded in order to do so. The gap amount needed to fund DLC Nurse and Learn is \$28,758.00 and Youth Crisis Center will be funded \$79,395 from the Safe and Thriving grant. Ms. Tutor asked for a motion to approve the request for funding. Dr. Wells made the motion and Mrs. Conry seconded it. Ms. Tutor opened the floor for discussion and further comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion to approve the transfer of funds was passed.

**Discussion topics**

1. Saralyn Grass gave asked the Committee how involved they would like to be with the design and release of the Request for Proposals. There was a discussion on perhaps having a workshop to discuss the upcoming RFP’s, Afterschool and Summer Camps and Diversions. Mr. Horner talked about being transparent and having the Board and the Community involved in the process.
2. Dr. Grass asked for donations for KHA Thanksgiving luncheon and invited them to attend.



3. The Governance Committee did not take any action on the Florida Institute of Education action item and asked that a representative attend the Board meeting to give update son the Summer Sail program before they are approved for another year.
4. Board Retreat, Mr. Horner stated he would obtain some dates to have the retreat at Jacksonville University.
5. Decision to move the December Finance meeting to December 2<sup>nd</sup> at 9:30 am.

**Public Comment**

None

**ADJOURN**

The meeting was adjourned at 10:37 a.m.