



December Kids Hope Alliance Board Meeting Agenda

DATE: Wed December 8th, 2021

TIME: 10:00am - 11:30am EST

LOCATION: Kids Hope Alliance Board Room

GROUPS: Board

REMOTE: <https://us02web.zoom.us/j/81771560387?pwd=bll5RmtEUEVUYzRONHdacXJ4bmxGZz09>

1. **Introductions and Instructions**

Dr. Marvin Wells

2. **Approval of the Minutes**

Dr. Marvin Wells

[10.20.21 Board Meeting Minutes.pdf](#)

3. **Finance Committee Report**

Tyra Tutor

4. **Governance and Programs Committee Report**

Rose Conry

5. **Consent Agenda**

Dr. Saralyn Grass

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

[21-030-C Funding for 100 Black Men for STEM Center.docx](#)

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

[21-031-C Funding for Im a Star for STEM Center.docx](#)

c. **Committee Approved Policies**

[Small Provider Criteria.DOCX](#)

[Grant Application Policy.DOCX](#)

[Audit Policy.docx](#)

[CEO Contract Delegation Authority.docx](#)

[Advance Policy.docx](#)

[Delegation Authority to CAO.docx](#)

6. **Action Items**

a. **Increase of Contract with Goodwill Industries for Implementation of the STEM Hub Grant**

Dr. Saralyn Grass

[21-032-C Increase of Contract with Goodwill Inc for STEM Center.docx](#)

b. **Board Bylaws**

Mike Weinstein

[Board Bylaws.docx](#)

7. **Board Discussion**

a. **November Site Visits**

8. **Staff Discussion**

a. **CEO Delegation**

Dr. Saralyn Grass

b. **Planning & DCPS Study**

Dr. Saralyn Grass

c. **Provider Engagement**

Kenneth Darity

9. **Presentations**

a. **Early Learning Coalition**

Denise Marzullo, CEO

b. **Florida Children's Council**

Michelle Watson, CEO

10. **CEO Report**

Mike Weinstein

11. **Public Comment**

12. **Adjourn**



Minutes

October Kids Hope Alliance Board Meeting

Wed October 20th, 2021

10:00am - 11:30am EDT

KHA Multi-Purpose Room

In Attendance

Rose Conry, Kevin Gay, Tyra Tutor, Jenny Vipperman, Marvin Wells

1. Introduction and Instructions

Dr. Marvin Wells

Dr. Marvin Wells called the meeting to order. Dr. Wells gave instructions for public participation, and welcomed the KHA Board Liaisons that are in attendance.

2. Approval of the Minutes

The minutes from the August Board meeting was approved unanimously.

Dr. Wells introduced Ruth Waters and read a letter for her from Mayor Lenny Curry thanking her for 30 years of service at the City of Jacksonville. Dr. Wells then awarded a pin and letter to Mrs. Waters.

Dr. Wells then informed those in attendance that a KHA provider Callie Lackey had passed away and held a moment of silence for her and a KHA staff member whose father passed away.

3. Finance Committee Report

Tyra Tutor

Tyra Tutor recapped the October Finance Committee Meeting in which Jenny Vipperman was in attendance and they reviewed the financials and action items that will be voted on in the consent agenda.

a. **August Finance Report**

4. **Governance and Programs Committee Report**

Rose Conry

Rose Conry recapped the October Governance and Programs Committee in which Kevin Gay and Marsha Oliver were in attendance and the Committee reviewed the upcoming goals for the Governance and Programs Committee and approved the action items that will be voted upon in the consent agenda.

5. **Consent Agenda**

Dr. Saralyn Grass

Dr. Saralyn Grass summarized the two items that are on the consent agenda. Tyra Tutor made a motion on the consent agenda and Rose Conry seconded the motion. The Board voted 7-0 to approve the consent agenda. Dr. Grass said that the Educare model being implemented has higher quality requirements such as three teachers to a classroom that makes this a worthwhile model to implement.

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

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

6. **Board Discussion**

a. **Site Visits**

i. **Discussion on September Visits**

Dr. Wells invited the Board to share experiences with their site visits from the last month. Kevin Gay shared that he visited DLC Therapy & Care and was able to see how vital these programs are and the attention that is given to the kids. Tyra Tutor shared that she too went to DLC Therapy & Care and asked that in the future the Board visit different programs citing the burden on the provider. Rose Conry shared that she went to J.A.M.S., and Dr. Wells commented that he visited both J.A.M.S. and DLC, and how incredible both of the programs were. Dr. Wells said he spoke to the executive staff about having site visits at different locations and having Board meetings at additional locations to increase parent participation.

ii. **Planning for November Visits**

b. **2022 Calendar**

Dr. Wells asked the Board of Directors if the schedule for the upcoming Board meetings looked okay at first glance. He asked specifically about the dates of November 29th, December 1st, and December 8th. The Board agreed on the next meeting dates.

7. **Staff Discussion**

Dr. Wells made the Board aware of October being National Bullying Prevention Month, and congratulated MaliVai Washington Youth Foundation on their college visits that have been conducted.

a. **CEO Delegation**

Dr. Saralyn Grass

Dr. Saralyn Grass stated that the staff executed grant renewals under the CEO Delegation Authority, the Department of Health SAMHSA Grant, Inspire Grant, Department of Health ReCAST Grant, and a new contract under \$65,000 for the J.A.M.S. What a Leader Program.

b. **Provider Engagement**

Kenneth Darity

Kenneth Darity gave a provider update and noted this is the first of a reoccurring planned provider update. KHA is averaging 24 site visits a week, and 8,269 students served in August and 9,421 students in September. He commented that there will be surveys going out to providers to better understand their needs. He said that staff hoped to gain a core set of feedback from providers that KHA can utilize resources to solve.

c. **CEO Report**

Mike Weinstein

Mr. Weinstein stated that Viewpoint with Dennis Quaid is going to be filming a documentary about KHA. Viewpoint invited KHA to participate because of the wide range of services that KHA offers. City Hall is supportive of KHA being a part of this. It was procured through the City's procurement this week.

Mr. Weinstein also informed the Board of the State of Florida's grant that was given to KHA to fund a STEM center off of Monciref, to open soon after January 1st.

Dr. Wells recognized Laura Lambert, for her years of service to the KHA Board as a liaison. Mrs. Lambert said that it was an honor to be on one of the most important boards in Jacksonville. She introduced Adair Newman who will be incoming to her position and will be the KHA representative to the State Attorney's office.

8. **Presentations**

a. **Goodwill**

Nikki Thompson

Dr. Marvin Wells introduced Nicki Thompson, program manager with the Mayor's Youth at Work Partnership. The MYAWP pairs job coaches with students and teaching them functional job skills and creating an employment pathway. The students apply to the program, interview and onboard for the program. Partners like VyStar and Pelocity were available to the students and VyStar even helped open non-custodial accounts for direct deposit for the program. Students were paid \$10 per hour over the summer program, and had access to their job coach. The students completed over 20,000 hours to the workforce in 2021.

b. **Shiva Robotics/Communities in Schools**

Kalai Sankar/Leon Baxton

Dr. Wells congratulated Leon Baxton for 30 years of service at CIS prior to his presentation. Mr. Baxton wanted to present on a strong partnership that they have with Shiva Robotics. Mr. Baxton summarized all of the services that CIS offers and described multiple partnerships that CIS is very proud of. He introduced Kalai "Coach K" Sankar, Founder of Shiva Robotics. Mrs. Sankar summarized the scholarship opportunities at Shiva Robotics, and the mission of Shiva Robotics in providing STEM opportunities for those who otherwise might not have access to STEM programs. Mrs. Sankar displayed student projects: a 3D printed prosthetic, and a R2D2 robot that walked on its own, all taught through Shiva Robotics.

9. **Public Comment**

10. **Adjourn**

The meeting was adjourned.

BOARD ACTION ITEM: SUBCONTRACTOR FOR THE STEM HUB GRANT FROM THE DEPARTMENT OF EDUCATION: 100 BLACK MEN OF JACKSONVILLE, INC.

ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME

BOARD MEETING: DECEMBER 8, 2021

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve funding for 100 Black Men of Jacksonville, Inc. to implement a STEM HUB grant from the Department of Education for up to the amount of \$200,000.
- 2) Authorize the CEO of KHA to execute a contract with 100 Black Men of Jacksonville, Inc. for the period November 1, 2021 through June 30, 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:

Pursuant to Ordinance 2021-0672, City Council approved and authorized KHA to execute and deliver contracts with 100 Black Men of Jacksonville, Inc. and I'm a Star Foundation, Inc. for the City of Jacksonville's Northwest Jacksonville STEM Center for Teens.

The purpose of the program is to provide underrepresented students with opportunities beyond exposure to computer science programs. The program was built to ensure students are equipped with the confidence and computer science skills needed for their future and placement in STEM careers. The program provides a safe environment for students during non-school hours to include after school STEM training programs and tutoring to be held at the "100 Stars" STEM center.

Academic and personal enrichment activities advance student academic achievement, may include the following categories:

- Project-Based Training activities
- Software Development activities
- Robotics and IoT Training
- After School Tutoring and Summer Camps
- Student Employment
- Leadership Training
- Academic Mental Wellness

The project will serve at least 50 youth (ages 16-19).

FISCAL IMPACT:

100 Black Men of Jacksonville, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$200,000.

PROGRAMMATIC IMPACT:

The funding will be used to supply the dedicated career teen technology hub with hardware, software, and educational supplies to provide support, exposure and necessary talent development in STEM industry sectors.

GOVERNANCE/PROGRAM IMPACT:

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: SUBCONTRACTOR FOR THE STEM HUB GRANT FROM THE DEPARTMENT OF EDUCATION: I'M A STAR FOUNDATION, INC.

ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME

BOARD MEETING: DECEMBER 8, 2021

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve funding for I'm a STAR Foundation, Inc. to implement a STEM HUB grant from the Department of Education for up to the amount of \$200,000.
- 2) Authorize the CEO of KHA to execute a contract with I'm a STAR Foundation, Inc. for the period November 1, 2021 through June 30, 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:

Pursuant to Ordinance 2021-0672, City Council approved and authorized KHA to execute and deliver contracts with 100 Black Men of Jacksonville, Inc. and I'm a Star Foundation, Inc. for the City of Jacksonville's Northwest Jacksonville STEM Center for Teens.

The "100 Stars": STEM Center is a training and job shadowing program designed to prepare students for immediate entry-level employment in the STEM field. With a focus on Science, Math and Leadership Training, students will gain STEM, leadership and career development skills that will equip them to train other students within their community.

Academic and personal enrichment activities advance student academic achievement, may include the following categories:

- Math exploration
- Science exploration
- Career Enhancement Training (Resume writing, interviewing skills)
- After School Tutoring and Summer Camps
- Student Employment
- Leadership Training
- Academic Mental Wellness

The project will serve at least 50 youth ages 11-15.

FISCAL IMPACT:

I'm a STAR Foundation, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$200,000.

PROGRAMMATIC IMPACT:

The funding will be used to supply the dedicated career teen technology hub with hardware, software, and educational supplies to provide support, exposure and necessary talent development in STEM industry sectors.

GOVERNANCE/PROGRAM IMPACT:

This request requires KHA Board Approval.

OPTIONS:

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:

Staff recommends approval.



**POLICIES AND PROCEDURES MANUAL
SMALL PROVIDER CRITERIA**

Section:	Research and Grants	
Subject:	Small Provider Criteria	
Effective Date:	June 17, 2020	Review Date: December 8, 2021
Approved:		

AUTHORITY

KHA Ordinance, Sec. 77.105.(1)-
Definitions

Small Provider(s) shall mean any public or private non-profit entity that provides Services to KHA in the amount of \$65,000 or less and meets the Small Provider Criteria established by the Board, which criteria at a minimum provides maximum caps on the entity's operating budget size, staff capacity, and number of children served.

KHA Ordinance, Sec. 77.109.a(13)-

Create Small Provider programs by means of Chapter 126, Ordinance Code, subject to Section 77.111(b), to enable Small Providers to provide a portion of the Services permitted under the Plan;

KHA Ordinance, Sec. 77.111(b)
Contracts; contract administration; carryover.

Small Provider Contracts; Technical assistance. Small Provider Contracts shall be procured by the Board under Chapter 126, Ordinance Code, using informal bid requirements. The Board shall establish "Small Provider Criteria", which criteria at a minimum shall provide maximum caps on the entity's operating budget size, staff capacity, and number of children served. Small Provider Contracts may include contract provisions regarding financial reporting and insurance that are less stringent than Provider Contracts, as approved by the CEO and the City Risk

Manager. KHA will provide workshops and information sessions regarding opportunities for funding under this Chapter.

PURPOSE

This policy further defines the criteria for Small Providers, based upon expectations set in the Ordinance. These criteria will help in the efforts being set forth to develop programming to build capacity of Small Providers.

POLICY

To be considered a “Small Provider”, a provider of children’s services must:

- a. Be a non-profit entity that (i) has been in existence for a minimum of one (1) year, and (ii), if required by law, is registered and in good standing with the Florida Department of State, Division of Corporations ;
- b. Have an annual operating budget of \$250,000 or less based upon the organization’s financial statements (or other information) for its most recently completed fiscal year;
- c. Have a minimum of 1 full or part-time employee, with a maximum of 15 full or part-time employees; and
- d. Serve a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers.
- e. ~~Not currently be receiving funds through a KHA contract that is not specifically designed for Small Providers~~

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Applicants for funding designated by KHA for Small Providers must meet the Small Provider Criteria at the time of application for Small Provider funding.



**POLICIES AND PROCEDURES MANUAL
APPROVAL OF GRANT APPLICATIONS**

Section:	Research and Grants	
Subject:	Approval of Grant Applications	
Effective Date:	February 17, 2021	Review Date: December 8, 2021
Approved:		

AUTHORITY

Section 77.109(a)(8) of the Kids Hope Alliance enabling Ordinance states that KHA has the power to “File applications for federal, state and privately funded grants in order to obtain funding for programs and services that are consistent with the Plan and execute documents, including final grant agreements, necessary to fulfill grant application requirements.”

PURPOSE:

The KHA grant development department will provide a summary of the grant opportunity, the completed grant matrix, and any financial obligations to the Board for approval at the next scheduled Board meeting. The goal is to gain approval before submission, however, dependent on the deadline, it may be after. If after, and the Board does not provide authority for submission, the granting agency will be notified to pull the proposal from competition.

This Authorization will increase the efficiency of KHA’s grant department and allow them to apply for grants even if the deadline is such that Board approval may not be gained before submission.

POLICY

(1) The Board authorizes the Chief Executive Officer of the Kids Hope Alliance (the “CEO”) to submit grant applications on behalf of the Kids Hope Alliance when the following criteria are met:

- a. The CEO deems the grant advisable using the logic applied in the attached Grant Funding Application Decision Matrix.
- b. The CEO seeks Board approval before filing the application or at the Board meeting immediately following submission of the application.

(2) The Board authorizes the CEO to submit renewal and extension applications for existing grants when the following criteria are met:

- a. The original grant was authorized by the Board.
- b. The renewal or extension application does not change the terms of the grant in any material respect and does not increase the financial obligations of KHA.

(For the sake of clarity, no separate Board approval is required for renewal or extension applications if the criteria in (a) and (b) above are met.)

(3) The Board authorizes the CEO to execute all documents, including final grant agreements, necessary to fulfill grant application requirements in connection with new grant applications, ~~and~~ renewal applications and extension applications authorized under (1) and (2) above.

The CEO shall not accept any grant applied for under this Authorization until acceptance of the grant has been approved by the Board.

~~This Authorization shall expire on July 31, 2022, unless sooner terminated by the Board. Beginning at its regularly scheduled meeting held in July, 2022, the Board shall review this Authorization annually and consider whether to extend and/or make any changes to the authority given under this Action Item.~~



**BOARD POLICY
AUDITED FINANCIAL STATEMENT
REQUIREMENTS**

Section:	Finance	
Subject:	Audited Financial Statement Requirements	
Effective Date:	May 19, 2021	Review Date: December 8, 2021
Approved:		

AUTHORITY

Ordinance 77.109 (a) (18) – Kids Hope Alliance Powers
 Kids Hope Alliance in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Make and adopt bylaws, rules, regulations and policies for the Board’s guidance, operation, and governance; however, the Board’s bylaws, rules, regulations and policies shall not be inconsistent with this Chapter, Federal or State laws or other applicable City ordinances.

PURPOSE:

The Procurement Code under Chapter 126 does not require providers and agencies awarded contracts to submit audited financial statements. As such, the purpose of this policy is to create requirements for Providers and Small Providers funded by the Kids Hope Alliance to submit financial statements to determine their ongoing financial standing.

POLICY

I. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance less than \$200,000 shall furnish the Kids Hope Alliance annual unaudited financial statements certified as to its accuracy by the Board Chair. The statements must be submitted within 90 days of the close of the Provider’s or Small Provider’s fiscal year.

II. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance from \$200,000 to \$750,000, shall furnish the Kids Hope Alliance a

copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

III. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance more than \$750,000, shall furnish the Kids Hope Alliance a copy of an audit report conducted in accordance with both GAAS and Government Auditing Standards (GAS), issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs. This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

KHA shall have the authority to waive the audit requirements related to Government Auditing Standards under any of the following conditions:

- If KHA recognizes that the cost of implementing such an audit requirement adds substantially to the total cost of the audit; or
- If KHA is the only entity that is requiring that the audit be conducted in accordance with Government Auditing Standards; or
- The recipient provides other requested information that in the opinion of KHA satisfies the Government Auditing Standards requirements; or
- If the recipient will no longer receive funding from KHA in a future year due to dissolution of its operation

PROCEDURE:

1. Submission of financial statements shall be a deliverable included in the contract requirements for Providers and Small Providers.
2. The Kids Hope Alliance (Finance Department) shall maintain a worksheet to track the due date for financial statements or audit reports to be submitted by Providers and Small Providers,
3. When the financial statements or audit report is received, the Kids Hope Alliance Finance Director or designee shall review the financial statements or audit and the management letter from the audit for financial viability and any evidence of internal control weakness.
4. If the financial statements or audit report has not been received by the required date, no payments will be made under any Kids Hope Alliance contracts until the audit report has been submitted.
5. If the financial statements, audit or management letter from the audit reveals evidence of financial instability or internal control weakness, the Kids Hope Alliance Finance Committee will review and recommend appropriate action to the Board.



**BOARD POLICY
DELEGATION OF EXECUTION
AUTHORITY TO CEO**

Section:	Administration	
Subject:	Delegation of Execution Authority to Chief Executive Officer	
Effective Date:	March 17, 2021	Review Date: December 8, 2021
Approved:		

AUTHORITY

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the “Board may authorize the CEO to execute contracts and other documents on the Board's behalf.”

PURPOSE:

This policy delegates from the KHA Board to the CEO the authority to execute certain contracts and documents.

POLICY

The Board authorizes the Chief Executive Officer of the Kids Hope Alliance (“KHA”) to execute the following contracts and documents on behalf of the Board:

1. All agreements and contracts, including, but not limited to, contracts for services for children and youth, professional services contracts, grant contracts, interlocal agreements, memorandums of understanding, intergovernmental contracts, and joint and cooperative purchasing contracts with other governmental agencies (“Contracts”) which do not involve the receipt or payment by KHA of more than \$65,000 in a fiscal year;

2. Ancillary documents related to existing Contracts that are consistent with the terms of the Contracts and do not involve any financial obligation;
3. Contracts approved by the Board;
4. Contracts awarded under a Request for Proposal approved by the Board;
5. Amendments to the terms and conditions of existing Contracts as long as the scope of services and performance metrics under the Contract remain substantially the same and the Amendment does not increase or decrease the annual amount payable under the Contract by more than 10%;
6. Amendments renewing existing Contracts as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
7. Amendments extending existing Contracts for a period of not more than 6 months as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
8. Contracts and Amendments during any period that a quorum of the Board is unable to meet to take action in accordance with applicable laws due to extraordinary circumstances, including, but not limited to, a natural disaster, epidemic or pandemic, City or State declared state of emergency, or other circumstances deemed by the Chair of the Board and the CEO to prevent the Board from safely meeting and taking action in accordance with applicable laws. All Contracts and Amendments executed by the CEO under this section 8 authorization are required to be communicated to the Kids Hope Alliance Board Chair and the Finance Committee Chair in advance and reported to the full Board at its next meeting.

All Contracts executed by the CEO under this Authorization must be in compliance with the City of Jacksonville's Municipal Code, including, but not limited to, Chapters 77 and 126 thereof, and all other applicable laws.

All Contracts executed by the CEO under this Authorization must be consistent with KHA's Essential Services Plan.

The CEO shall provide the Board with a report on all Contracts and Amendments executed under this Authorization at the Board meeting immediately following execution of the Contract or Amendment. This report will include information related to performance metrics, including whether the Contractor has met any existing performance metrics, if applicable.

~~This Authorization shall expire on July 31, 2022, unless sooner terminated by the Board.~~

~~Beginning at its regularly scheduled meeting held in July, 2022, the Board shall review this Authorization annually and consider whether to extend and/or make any changes to the authority given under this Action Item.~~



**BOARD POLICY
ADVANCE PAYMENT POLICY**

Section:	Finance		
Subject:	Advance Payments and Recouping Advance Payments		
Effective Date:	August 18, 2021	Review Date:	December 8, 2021
Approved:			

AUTHORITY:

Ordinance Code, Section 77.109(a)(9) – Kids Hope Alliance Powers:

KHA in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Advance funds up to 25 percent of the contract amount to Providers, Small Providers and Agencies, subject to applicable Board rules and policies, for the purpose of providing the start-up funds necessary to commence services.

POLICY:

The CEO, or the CEO’s designee, may approve advances in accordance with Section 77.109(a)(9), Ordinance Code, and this Policy. The amount of an advance shall not exceed 25 percent of the contracted amount for the then current term of the contract.

If a Provider, Small Provider or Agency is requesting an advance, and the contract is funded by the Kids Hope Alliance with funds from a grant or other source of funds outside the City of Jacksonville, the amount of the advance shall only be available to the extent the funds have been received and appropriated by the Jacksonville City Council.

PROCEDURE:

1. Upon execution of a contract with the Kids Hope Alliance, the Small Provider, Provider or Agency will submit an Advance Payment Option Form indicating the percentage they are requesting, which can range from 0% to 25%. KHA Finance will forward a payment request to the City of Jacksonville General Accounting Division for processing of the requested advance.

RECOUPING THE ADVANCE:

The advance shall be recouped in accordance with the following:

1. The advance payment shall be recouped starting in the payment period (month or quarter) that is halfway through the current term of the contract or the program. For example, for a 12-month contract that begins August 1 and is payable monthly, recoupment of the advance will begin by reducing the monthly payment for February. If the halfway point is in the middle of a payment period, recoupment of the advance will start in the following payment period. For a 12 month contract with a program that only runs the length of the school year, the repayment of the advance would begin starting month 5.

The advance will be repaid during each payment period remaining under the contract in equal installment amounts determined by dividing the total amount of the advance by the total payment periods remaining in the current term of the contract. If the amount otherwise payable for any payment period is not sufficient to cover the applicable recoupment amount, the balance shall be paid from the next monthly or quarterly payment amount. The intent is to repay the advance in full by the end of the current contract term or end of program and to make no other advances or payments for any renewal term, program or new contract until the advance has been repaid in full.

2. The CEO may extend the advance payback period as needed based on extenuating circumstances, such as natural disasters or extreme financial hardship, provided that the CEO, or the CEO's designee, and the Small Provider, Provider or Agency have worked out a repayment plan that is acceptable to KHA in the CEO's reasonable discretion.
3. A Small Provider, Provider or Agency will not receive an advance or payments for any renewal term, or any new contract for essentially the same services, until the advance for a prior term or contract is fully recouped.
4. A Small Provider, Provider or Agency at any time may elect to pay back the advance sooner than required under this Policy.



**BOARD POLICY
DELEGATION OF CEO AUTHORITY TO
CAO**

Section:	Administration		
Subject:	Delegation of CEO Authority to Chief Administrative Officer		
Effective Date:	March 17, 2021	Review Date:	December 8, 2021
Approved:			

AUTHORITY:

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the “Board may authorize the CEO to execute contracts and other documents on the Board's behalf.”

PURPOSE:

This policy delegates the execution authority for contracts and other documents to the CAO during the times that the CEO is unavailable because the CEO is on leave from work or out of town for Kids Hope Alliance business. This delegation allows the business of the Kids Hope Alliance to continue uninterrupted.

POLICY:

During such times as the Chief Executive Officer (CEO) of the Kids Hope Alliance in on leave from work or out of town for Kids Hope Alliance business, the Board:

1. Authorizes the Chief Administrative Officer to execute, on behalf of the Board, all contracts, and other documents which the Board has authorized the CEO to execute.
2. Authorizes the Chief Administrative Officer to take all other actions consistent with the responsibilities delegated to the CEO by the Board to the extent necessary to allow the Kids Hope Alliance to continue operations and programming during the CEO’s absence.

**BOARD ACTION ITEM: SUBCONTRACTOR FOR THE STEM HUB GRANT FROM
THE DEPARTMENT OF EDUCATION: GOODWILL
INDUSTRIES OF NORTH FLORIDA, INC.**

ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME

BOARD MEETING: DECEMBER 8, 2021

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve funding for Goodwill Industries of North Florida, Inc. to implement a STEM HUB grant from the Department of Education for up to the amount of \$225,000.
- 2) Authorize the CEO of KHA to amend the existing contract with Goodwill Industries of North Florida, Inc. for the period November 1, 2021 through June 30, 2022.

NARRATIVE:

Goodwill Industries applied and were awarded through an RFP in April 2021 to operate the Mayor's Youth at Work Partnership Program (MYAWP), which provides employment opportunities to teens. As part of the work at the NW Jacksonville STEM Center for Teens, teens will be paid for internship work through MYAWP.

The "100 Stars": STEM Center is a training and job shadowing program designed to prepare students for immediate entry-level employment in the STEM field. With a focus on Science, Math and Leadership Training, students will gain STEM, leadership and career development skills that will equip them to train other students within their community.

Goodwill, in partnership with 100 Black Men and I am a STAR, will recruit employers to support MYAWP participants will begin on the first day of the contract being awarded. These partners have existing relationship with employers ready for the youth to begin work.

A dedicated Job Coach will be provided for the youth to support the youth. MYAWP participant engagement will begin with 4 workshops all focused on employment skills and college readiness. Workshops will be either in-person or via Zoom. The first workshop will focus on job preparedness, appropriate dress, cellphone and social media etiquette and communicating with Job Coaches and supervisors. The session will review the importance of timeliness and clocking in and out consistently. Risk management will review safety and emergency protocols. Participants will take their pre-work survey and complete their pay card information. An introduction to financial literacy will teach participants to open and manage their bank account. Following workshops will concentrate on communication, teambuilding, leadership skills, college readiness and further

lessons on financial literacy. Every week MYAWP participants work, they will check-in with their Job Coach twice. This debrief allows participants to maintain a consistent relationship with their coach. One of these sessions will be a group session giving participants the chance to compare experiences with their peers.

The project will serve at least 50 youth.

FISCAL IMPACT:

Goodwill Industries of North Florida, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$225,000. This will reflect an increase of the existing contract with Goodwill Industries to provide additional services.

PROGRAMMATIC IMPACT:

The Goodwill STEM Hub programming is a training and job placement program designed to prepare students for immediate entry-level employment in the STEM field. With a focus on Science, Math and Leadership Training, students will gain STEM, leadership and career development skills that will equip them to train other students within their community.

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”), as most recently adopted by the Board.

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 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 or the Under Sheriff
- c. Public Defender or Chief Assistant Public Defender
- d. Superintendent of Schools or 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. 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. 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. The Chair will appoint Chairs for each committee and designate the members for each committee. 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 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 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 verify on behalf of the Board the proper maintenance of records, minutes, and notices. The Secretary shall perform such other duties as from time to time may be assigned by the Chair.

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 or Virtual 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 or virtually, 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 two ~~three~~ standing committees: 1) Governance committee and 2) 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 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 shall consist 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 and KHA. 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);
- Hiring of CEO Grant Requests for Submissions
- Program Proposals (i.e. Request for Proposals, Sole Sources)

Section 8.4 Finance Committee. The Finance Committee shall consist of a minimum of three members. The Finance Committee is responsible for the ongoing review and recommendations of the financial responsibilities of KHA. 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)

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, Appearances Before the Board

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.

Section 9.3 Appearances Before the Board. The Board shall allow for a public comment period during each Board and committee meeting. There will be an up to three (3) minute time limit on any presentation. Those requesting to speak shall be called upon on a first-come, first-serve basis. The Chair is authorized to implement other reasonable procedures for the smooth and effective operation of the public comment period. At the discretion of the Chair, the Chair may further recognize any individual to address the Board during the discussion of a particular agenda item.

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 publicly 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.