



**FINANCE COMMITTEE MEETING
AGENDA
Wednesday, November 13, 2019
9:30 AM - 11:00 AM**

		<u>Page #</u>
1. CALL TO ORDER	Tyra Tutor	
2. APPROVAL OF THE MINUTES	Tyra Tutor	03
3. FINANCE REPORT	Cynthia Nixon	07
• Financial Report – September 30, 2019		
4. NEW BUSINESS		
Action Items:		
<i>(open for public comments prior to vote)</i>		
• The Young Men’s Christian Association Budget Amendment Request – Southside Middle School	Kenneth Darity	24
• Healthy Families Jax Subcontract Renewal with the Northeast Florida Healthy Start Coalition	Mary Nash	25
• Compass USA, Inc. Canteen Renewal	Tyrica Young	26
• Summer Food Service Program Grant Renewal	Tyrica Young	27
• Early Learning Coalition of Duval Childcare Match Funding Grant: Contract	Lenora Wilson	28
• Program Quality and Workforce Development Grant	Lenora Wilson	30
• Childcare Enhancement and Family Engagement Grant	Lenora Wilson	34
• Special Needs Funding Transfer	Mary Nash	38

5. **DISCUSSION**

- Upcoming RFPs
- Thanksgiving Luncheon
- Potential Board Retreat

6. **PUBLIC COMMENTS**

7. **ADJOURN**



FINANCE COMMITTEE MEETING SUMMARY
October 9, 2019
9:30 AM – 11:00 AM

Voting Board Member Attendees:

Tyra Tutor
Dr. Wells
Kevin Gay, Non- voting

Staff:

Cynthia Nixon, Saralyn Grass, Delores Williams, Travis Williams, Cory Armstrong, Mary Nash, Katoia Wilkins, Ruth Waters, Joyce Watson, Tyrica Young, Deborah Sibley, Dae Lynn Helm, Quinn Washington, and LaRaya Strong

COJ Staff:

Julia Davis, Office of General Counsel and Stephanie Burch, Mayors Administration

Guests:

[..\Finance Committe sign in 10.9.19.pdf](#)

Call to Order

The Finance Committee Meeting was called to order at 9:30 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked for approval of the September 11th finance summary. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for comments. Dr. Wells clarified comments he made at the last finance meeting about KHA carry over funds. With no other comments being heard, the motion was passed.

Finance Report

Cynthia Nixon went over the finance report that runs through August 31, 2019. Ms. Nixon went through the combined report that shows City funded and grant funded accounts and went to each item below in detail.

Other items discussed:

Afterschool Food Program Grant
Summer Food Program Grant
Healthy Families Grant
Wallace Foundation Grant
21st Century Impact Grant
21st Century Team Up Excel
Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant
SAMHSA High Fidelity Wrap Around Grant



Beaches Community Fund
Youth Travel Trust Fund
KHA Trust Fund - Stop the Violence
KHA Trust Fund Mini Grants
Jax Kids Book Club

Ms. Nixon gave the budget update and presented the Committee with a copy of the budget that was passed by City Council.

Kevin Gay gave an update on the Programs Committee and said it will be combined with the Governance Committee meetings. It was suggested that another Board Member needed to be added to the Finance Committee. KHA staff have been in touch with Rose Conry to join this Committee.

New Business

Kenneth Darity Communities in Schools Funding Recommendations. The Governance Committee was asked to give Kids Hope Alliance approval to amend contract #9515-138 with Communities in Schools of Jacksonville to remove Lake Forest Elementary as a program site for the period July 1, 2019 through June 30, 2020; amend contract #9515-139 with Communities in Schools of Jacksonville to add Bridge to Success Academy at West Jacksonville as a program site with a funding amount of \$64,000 for the period July 1, 2019 through June 30, 2020; amend contract #9515-140 with Communities in Schools of Jacksonville to add additional funding of \$128,000 to the Mayport Middle School program site for the period July 1, 2019 through June 30, 2020; and authorize the CEO to execute amendments to the contracts as necessary and consistent with the foregoing approvals. Mr. Darity said that Duval County School Board made a decision to close Lake Forest Elementary School and therefore students were sent to other schools in the area. This action item allows CIS to serve additional students on waitlists at other CIS sites. Dr. Wells made the motion and Tyra Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Dr. Wells asked about the student that were affected by the closure and if there was something being done to make sure they have an afterschool program to attend. Kenneth Darity is working with community partners and will provide an update next month. With no public comment being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Dae Lynn Helm introduced 21st CCLC Grant Renewal Cedar Hill and Gregory Drive.

The Finance Committee was asked to authorize KHA to apply for a continuation grant from the Florida Department of Education: 21st Century Community Learning Centers (Cedar Hill and Gregory Drive elementary schools) for the period of October 1, 2019 thru July 31, 2020, for \$559,999 and authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements. KHA partners with the Duval County Public Schools to implement afterschool and summer programs for two schools. The Program will operate Monday through Friday providing afterschool programming for up to 300 students. Ms. Tutor asked for a motion to approve the request. Dr. Wells made the motion and Ms. Tutor seconded it. After Board discussion, Ms. Tutor opened the floor for public comments. 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.

Dae Lynn Helm introduced 21st CCLC Grant Renewal San Jose and Hyde Park Elementary. The Finance Committee was asked to authorize KHA to apply for a continuation grant from the Florida Department of Education: 21st Century Community Learning Centers (San Jose and Hyde Park elementary schools) for the period of October 1, 2019 thru July 31, 2020, for \$225,939 and authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements. The program will operate Monday through Friday providing afterschool programming for up to 200 students. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With no 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.

Ruth Waters introduced Criminal Justice Mental Health and Substance Abuse Reinvestment Grant. The Finance Committee was asked to authorize Kids Hope Alliance to exercise the second and final renewal under contracts with: 1) Managed Access to Child Health, Inc. and 2) Jewish Family and Community Services, Inc. to continue implementing the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant – Year 3 for the period November 1, 2019 through October 30, 2020. The board is also asked to authorize the CEO to execute amendments to the contracts and any other legal documents necessary and consistent with the intent of forgoing authorizations. In 2017, the Florida Department of Children and Families awarded a three-year Criminal Justice Mental Health and Substance Abuse expansion grant to Kids Hope Alliance. KHA entered into contracts with Managed Access to Child Health and Jewish Family and Community Services to provide services in connection with the grant. Each contract was for one year with two one-year renewal options. This action item will renew each contract for the program period November 1, 2019 through October 31, 2020. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Ms. Ruth explained the screening process and the potential to refer the individuals to a treatment program for mental health, substance abuse and co-occurring problems. 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.

Ruth Waters introduced Don’t Miss a Beat Travel Trust Request. The Finance Committee is asked to approve the request for funding from the Kids Hope Alliance, Youth Travel Trust Fund to Don’t Miss a Beat Inc and authorize the CEO to execute the contract or legal documents. Don’t Miss A Beat Inc. has been invited to participate at the American Choral Directors Association, President’s Concert in Orlando, Florida. Fourteen youth will be making the trip on October 25, 2019. Ms. Tutor asked for a motion to approve this request. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public 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 was passed.



Tyrica Young introduced MOU with the Duval County School Board Student Data Sharing Agreement. The Finance Committee was asked to authorize the Kids Hope Alliance (“KHA”) to enter into a Memorandum of Understanding (MOU) with the Duval County School Board (the “District”), the OneView Community Partner to share Student Data at four (4) 21st Century Community Learning Center (21st CCLC) Team Up Afterschool Program sites: Hyde Park, San Jose, Cedar Hills, and Gregory Drive and authorize the CEO to execute the MOU and any amendments and other documents necessary to fulfill the MOU requirements. Ms. Young said that DCPS requires this MOU from all other afterschool program providers with DCPS sites and allows KHA to meet a requirement of the grant to provide this information in order to identify areas in need of improvement. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Young said that they focus on the core subject areas, report card grades for 3rd through 5th grade and compare them to students that are not in the afterschool program. Dr. Grass informed the committee that staff is still working on the MOU for all other afterschool programs. Ms. Tutor opened the floor for public comments. 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.

John Everett introduced College Success and Access Program. The Finance Committee was asked to approve the re-issuance of a Request for Proposals (RFP) for College Success and Access Academy Program with amended minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel and lowering the score 70%. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Mr. Everett went over the scoring and minimum qualifications. Mr. Everett said that lowering the score will not change the integrity of the program or its effectiveness. 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.

Discussion topics

Saralyn Grass gave updates on the release KHA RFP’s and who is being awarded contracts. The Evening Reporting Center was awarded to St. Paul Missionary Baptist Church. Juvenile Justice Prevention and Intervention Program was awarded to Daniel Memorial Inc., City Year Jacksonville, and Big Brothers Big Sisters of NEFL. There was also a three-way tie that will have to be decided by procurement. Special Needs RFP that was awarded to Boys and Girls Club of NEFL and I.M. Sulzbacher Center.

Dr. Wells asked about the Healthy Families program and Mary Nash said that they are still considering all options and would be asking for another extension. Ms. Tutor asked to see numbers on the program and that it be distributed before the next Board meeting.

Public Comment

Leon Baxton invited the public to Communities in Schools 30th anniversary.

ADJOURN

The meeting was adjourned at 10:53 a.m.



Financial Report

for the Period Ended

September 30, 2019

(Preliminary Report)

KIDS HOPE ALLIANCE
Combined City Fund, Grants & Trust Funds
Period: City Fiscal Year and Varying Grant Periods
September 30, 2019

	Current Budget	City Funds	AfterSchool FY19	Summer Lunch FY 19	Healthy Families FY19	Wallace	Mental Health FY19	21st Impact FY19	21st Teamup Excel FY19	SAMHSA High Fidelity FY19	Beaches EL	Youth Travel Trust	KHA Stop the Violence	KHA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget	
REVENUES:																			
Intergovernmental Revenue	8,191,960		2,646,558	204,864	56,927			251,469	-	837,371						3,997,189		(4,194,771)	
Contributions from Private Sources	1,878,404					915,000										1,882,985		4,581	
Contributions from Other Funds	637,183				-	419,465	60,000	157,718	-		49,600			701,941	216,444	1,882,985		-	
Department of Children & Families	400,000						197,000									197,000		(203,000)	
Intrafund Transfer	146,000									146,000						146,000		-	
Revenue Fwd from Prior Year Funding	-						136,112									136,112		136,112	
Trust Fund - Youth Travel	40,794											40,794				40,794		-	
Stop the Violence - Mini Grants	364,550												364,550			364,550		-	
Earnings on Investment	80,297	289,959												2,420		292,379		212,082	
Rental of City Facilities	81,840	81,840														81,840		-	
Gain/Loss	-	1,026																-	
Miscellaneous	-	99,508														99,508		99,508	
Contributions from General Fund	32,632,359	32,644,269														32,644,269		11,910	
Intrafund Transfers	158,318	27,593												158,318		185,911		27,593	
NC Transfers	2,473,717	2,457,851											15,866			2,473,717		-	
Total Revenues	47,085,422	35,602,047	2,646,558	204,864	56,927	1,334,465	393,112	409,187	-	983,371	49,600	40,794	380,416	862,679	216,444	43,179,437	-	(3,905,985)	
EXPENDITURES:																			
Salaries - Permanent and Probationary	3,486,275	2,455,993	165,247	51,130	37,237	302,188	-	94,938	35,761	72,725	6,342	-	-	-	-	3,221,561	-	264,714	
Salaries - Part Time	1,464,140	409,841	3,353	98,102	-	16,965	-	256,424	133,374	-	-	-	-	-	-	918,059	-	546,081	
Employee Benefits	1,312,689	852,676	40,784	20,343	13,558	119,249	-	45,743	11,210	29,117	1,251	-	-	49	-	1,133,980	-	178,709	
After-School Team Up & SL - Food Cost	2,863,433	-	2,529,500	-	-	-	-	-	-	-	-	-	-	-	-	2,529,500	12,995	320,938	
Summer Lunch - Food Cost	883,718	-	-	869,275	-	-	-	-	-	-	-	-	-	-	-	869,275	-	14,443	
Trust Fund Authority	954,869	-	-	-	-	-	-	-	-	-	-	-	-	-	-	954,869	-	-	
Internal Service Charges	902,999	757,923	10,422	11,280	12,536	1,075	-	-	-	3,308	-	-	8,187	819,081	-	827,268	6,813	120,788	
Other Operating Expenses	2,604,804	658,706	15,728	21,506	5,327	791,011	14,782	75,861	34,312	3,633	25,921	-	-	-	207,189	1,853,976	361,671	389,157	
Food	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	680	680	-	320	
Grants and Aids	32,520,662	23,071,400	-	-	248,627	-	259,629	-	-	728,588	-	28,375	261,960	-	-	24,598,579	6,619,731	1,302,352	
Indirect Costs	90,326	-	-	-	3,171	52,926	2,238	-	-	-	-	-	-	6,060	-	64,395	-	25,931	
Capital Outlay	14,577	-	840	-	-	5,052	-	-	2,571	-	-	-	-	-	-	8,463	-	6,114	
Transfers	1,967,397	1,894,092	-	-	-	-	-	-	-	-	-	-	-	75,000	-	1,969,092	-	(1,695)	
Reserves	315,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	315,384	
Total Expenditures	49,382,273	30,100,631	2,765,874	1,071,636	320,456	1,288,466	276,649	472,966	217,228	837,371	33,514	28,375	270,147	900,190	207,869	38,791,372	7,001,210	3,589,691	
Total Revenues Less Expenditures	(2,296,851)	5,501,416	(119,316)	(866,772)	(263,529)	45,999	116,463	(63,779)	(217,228)	146,000	16,086	12,419	110,269	(37,511)	8,575	4,388,065	(7,001,210)	(316,294)	
Reserve - Prior Year Encumbrances	2,133,937																		
Budget Difference	(162,914)																		

This report combines City and Grant Funds for presentation purposes only.
Difference in Mini Grants

KIDS HOPE ALLIANCE
All Operating Fund Indexes
September 30, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Earnings on Investment	77,877	77,877	289,959	-	212,082
Rental of City Facilities	81,840	81,840	81,840	-	-
Gain/Loss SA	-	-	1,026	-	1,026
Miscellaneous	-	-	99,508	-	99,508
Intrafund Transfers (Trsf from 192)	-	-	-	-	-
Intrafund Transfers (Trsf from 192)	-	-	27,593	-	27,593
NC Transfers	247,870	2,457,851	2,457,851	-	-
Contributions from General Fund	31,936,961	32,632,359	32,644,269	-	11,910
Total Revenues	\$ 32,344,548	\$ 35,249,927	\$ 35,602,046	\$ -	\$ 352,119
EXPENDITURES:					
Salaries - Permanent and Probationary	\$ 2,406,099	\$ 2,456,099	\$ 2,455,993	\$ -	\$ 106
Salaries - Part Time	273,091	503,091	409,841	-	93,250
Employee Benefits	904,735	921,678	852,676	-	69,002
Internal Service Charges	801,085	805,223	757,923	-	47,300
Other Operating Expenses	600,454	1,117,588	658,706	355,680	103,202
Capital Outlay	1	1	-	-	1
Grants and Aids	26,555,520	29,372,403	23,071,400	5,874,614	426,389
Transfers	488,179	1,892,397	1,894,092	-	(1,695)
Reserves	315,384	315,384	-	-	315,384
Total Expenditures	\$ 32,344,548	\$ 37,383,864	\$ 30,100,631	\$ 6,230,294	\$ 1,052,939
Total Revenues Less Expend.	\$ -	\$ (2,133,937)	\$ 5,501,415	\$ (6,230,294)	\$ 1,405,058
Reserve - Prior Year Encumbrances		2,133,937			
Budget Difference		0.00			

Additional Information:

Kids Hope Alliance
Operating Fund - Expenditure Detail
September 30, 2019

	Original Budget	Current Budget	Expenditures Year-to-Date	Encumbered Year-to-Date	Remaining Budget
EXPENDITURES					
REGULAR SALARIES AND WAGES:					
Permanent and Probationary Salaries	\$ 2,455,184	\$ 2,505,184	\$ 2,407,234	\$ -	\$ 97,950
Terminal Leave	\$ -	\$ -	\$ 30,558	\$ -	\$ (30,558)
Salaries Part Time	\$ 273,091	\$ 503,091	\$ 409,841	\$ -	\$ 93,250
Salaries/Benefits Lapse	\$ (67,015)	\$ (67,015)	\$ -	\$ -	\$ (67,015)
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 17,930	\$ 17,930	\$ 18,201	\$ -	\$ (271)
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS:					
FICA & Medicare	\$ 39,942	\$ 44,002	\$ 40,268	\$ -	\$ 3,734
Pension, Unfunded Liability & Disability & FRS Pension	\$ 368,886	\$ 375,745	\$ 377,160	\$ -	\$ (1,415)
GEPP Define Contribution Pension	\$ 159,981	\$ 165,831	\$ 128,711	\$ -	\$ 37,120
Dental, Life & Health Insurance	\$ 318,784	\$ 318,958	\$ 289,390	\$ -	\$ 29,568
Worker's Compensation	\$ 17,142	\$ 17,142	\$ 17,134	\$ -	\$ 8
Unemployment Insurance	\$ -	\$ -	\$ 13	\$ -	\$ (13)
PROFESSIONAL SERVICES:					
Professional Services (Incl. 3rd party evaluator)	\$ 296,100	\$ 633,957	\$ 337,984	\$ 279,548	\$ 16,425
Background Checks/DR	\$ 5,949	\$ 14,267	\$ 14,267	\$ -	\$ -
OTHER CONTRACTUAL SERVICES:					
Contractual Services	\$ 10,936	\$ 10,936	\$ 5,100	\$ 4,224	\$ 1,612
Training Workshops	\$ 5,299	\$ 6,499	\$ 5,760	\$ -	\$ 739
TRAVEL AND PER DIEM:					
Travel Expenses (Out of County)	\$ 21,877	\$ 21,877	\$ 12,377	\$ -	\$ 9,500
Local Mileage & Parking & Tolls	\$ 20,994	\$ 21,373	\$ 13,758	\$ -	\$ 7,615
INTERNAL SERVICE CHARGES					
ITD Allocations	\$ 341,715	\$ 341,853	\$ 301,671	\$ -	\$ 40,182
OGC Legal - IS Allocation	\$ 84,623	\$ 84,623	\$ 105,406	\$ -	\$ (20,783)
Copier Consolidation & Copy Center - IS Allocation	\$ 50,418	\$ 53,418	\$ 32,831	\$ -	\$ 20,587
FLEET - Van Maintenance	\$ 6,661	\$ 6,661	\$ 422	\$ -	\$ 6,239
Mailroom - IS Allocation	\$ 1,101	\$ 2,101	\$ 1,026	\$ -	\$ 1,075
Utilities Allocation - Public Works - IS Allocation	\$ 128,117	\$ 128,117	\$ 128,117	\$ -	\$ -
Building Maintenance - City Wide - IS Allocation	\$ 121,586	\$ 121,586	\$ 121,586	\$ -	\$ -
Guard Service & ADT - IS Allocation	\$ 65,889	\$ 65,889	\$ 65,889	\$ -	\$ -
Ergonomic Assessment	\$ 975	\$ 975	\$ 975	\$ -	\$ -
RENTAL AND LEASES:					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ 7,583	\$ 339	\$ -	\$ 7,244
INSURANCE:					
General Liability & Miscellaneous Insurance	\$ 25,315	\$ 25,315	\$ 25,315	\$ -	\$ -
REPAIRS AND MAINTENANCE SERVICE:					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 1,931	\$ -	\$ 69
Hardware/Software Maintenance or Licensing Agreement	\$ 41,000	\$ 106,862	\$ 88,691	\$ 2,620	\$ 15,551
PRINTING AND BINDING/PROMOTIONAL ACTIVITIES:					
Printing and Binding	\$ 1	\$ 1,843	\$ -	\$ -	\$ 1,843
Advertising and Promotion	\$ 8,927	\$ 32,208	\$ 28,634	\$ -	\$ 3,574
OTHER CURRENT CHARGES AND OBLIGATIONS:					
Miscellaneous Services and Charges	\$ 5,050	\$ 6,550	\$ 4,675	\$ -	\$ 1,875
Stipends	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Welfare - Burials	\$ 21,366	\$ 21,366	\$ 7,220	\$ 14,146	\$ -
OFFICE AND OPERATING SUPPLIES:					
Postage	\$ 400	\$ 400	\$ (46)	\$ -	\$ 446
Office Supplies	\$ 15,300	\$ 20,300	\$ 10,918	\$ 218	\$ 9,164
Food	\$ 7,900	\$ 8,975	\$ 8,261	\$ -	\$ 714
Furniture and Equipment under \$1,000	\$ -	\$ 7,506	\$ -	\$ 7,506	\$ -
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 38,867	\$ 39,319	\$ 33,276	\$ 804	\$ 5,239
Software, Computer Items Under \$1,000	\$ 1,000	\$ 25,242	\$ 1,748	\$ 22,385	\$ 1,109
Employee Training	\$ 8,798	\$ 16,414	\$ 12,021	\$ -	\$ 4,393
Dues, Subscriptions	\$ 58,374	\$ 56,795	\$ 42,407	\$ -	\$ 14,388
Office Furniture	\$ -	\$ 30,000	\$ 4,070	\$ 24,229	\$ 1,701
Computer Equipment	\$ 1	\$ 1	\$ -	\$ -	\$ 1
AIDS TO PRIVATE ORGANIZATIONS:					
Subsidies/Contributions (Agencies & Match \$\$)	\$ 26,555,520	\$ 29,372,403	\$ 23,071,400	\$ 5,874,614	\$ 426,389
INTRAFUND TRANSFERS					
Interfund Transfer - Debt Service Interest	\$ 218,385	\$ 218,385	\$ 220,080	\$ -	\$ (1,695)
Interfund Transfer - Debt Service Principle	\$ 229,000	\$ 229,000	\$ 229,000	\$ -	\$ -
Interfund Transfers Out	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
Intrafund Transfers Out (HF, SAMHSA & Nutrition)	\$ -	\$ 1,404,218	\$ 1,404,218	\$ -	\$ -
Reserves	\$ 315,384	\$ 315,384	\$ -	\$ -	\$ 315,384
TOTAL OPERATING FUND INDEXES	\$ 32,344,548	\$ 37,383,864	\$ 30,100,631	\$ 6,230,294	\$ 1,052,939

KIDS HOPE ALLIANCE

After-School Food Program Grant

Grant Period: October 1, 2018 to September 30, 2019

September 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 3,130,928	\$ 2,646,558	\$ -	\$ (484,370)
Total Revenues	\$ 3,130,928	\$ 2,646,558	\$ -	\$ (484,370)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 167,478	\$ 165,247	\$ -	\$ 2,231
Salaries - Part Time	8,183	3,353	-	4,830
Employee Benefits	46,415	40,784	-	5,631
After-School Team Up - Food/Food Transp	2,863,433	2,529,500	12,995	320,938
Internal Service Charges	21,072	10,422	-	10,650
Other Operating Expenses	22,762	15,728	-	7,034
Capital Outlay	1,585	840	-	745
Indirect Costs	-	\$ -	-	-
Total Expenditures	\$ 3,130,928	\$ 2,765,874	\$ 12,995	\$ 352,059
Total Revenues Less Expenditures	\$ -	\$ (119,316)	\$ (12,995)	\$ (132,311)

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

Revenue for August in the amount of \$76,432 was received in October.

KIDS HOPE ALLIANCE

Summer Food Program Grant

Grant Period: May 1, 2019 to September 30, 2019

September 30, 2019

	Actual Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,203,118	\$ 204,864	\$ -	(998,254)
Revenue Fwd from Prior Year Funding	\$ -	\$ -		
Total Revenues	\$ 1,203,118	\$ 204,864	\$ -	\$ (998,254)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 72,936	\$ 51,130	\$ -	21,806
Salaries - Part Time	112,280	98,102	-	14,178
Employee Benefits	28,318	20,343	-	7,975
Internal Service Charges	18,550	11,280	-	7,270
Contractual Services (food contract)	883,718	869,275	-	14,443
Other Operating Expenses	82,527	21,506	600	60,421
Capital Outlay	-	-	-	-
Indirect Cost	4,789	-	-	4,789
Total Expenditures	\$ 1,203,118	\$ 1,071,636	\$ 600	\$ 130,882
Total Revenues Less Expenditures	\$ -	\$ (866,772)	\$ (600)	\$ (867,372)

Additional Information:

Revenue from State's reimbursement received in October in the amount of \$868,441.

KIDS HOPE ALLIANCE

Healthy Families Grant

Grant Period: July 1, 2019 to June 30, 2020

September 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ 56,927	\$ -	\$ (1,037,573)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 1,094,500	\$ 56,927	\$ -	\$ (1,037,573)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 148,936	\$ 37,237	\$ -	\$ 111,699
Salaries - Part Time	1	-	-	1
Employee Benefits	62,441	13,558	-	48,883
Internal Service Charges	49,501	12,536	-	36,965
Other Operating Expenses	44,579	5,327	2,134	37,118
Capital Outlay	3,500	-	-	3,500
Grants and Aids	769,914	248,627	203,958	317,329
Indirect Costs	15,628	3,171	-	12,457
Total Expenditures	\$ 1,094,500	\$ 320,456	\$ 206,092	\$ 567,952
Total Revenues Less Expenditures	\$ -	\$ (263,529)	\$ (206,092)	\$ (469,621)

Purpose of Grant:

An evidence-based, voluntary home visitation program proven to prevent child abuse/neglect for Jacksonville's highest at-risk families.

Additional Information:

Revenue in the amount of \$72,332 received in October.

September's reimbursement was requested in October for the amount of \$91,739.

KIDS HOPE ALLIANCE

Wallace Foundation Grant

Grant Period: March 15, 2012 to September 30, 2019

September 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 915,000	\$ 915,000	\$ -	\$ -
Contributions from Other Funds	419,465	419,465	-	-
Total Revenues	\$ 1,334,465	\$ 1,334,465	\$ -	\$ -
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 302,188	\$ 302,188	\$ -	\$ -
Salaries - Part Time	46,324	16,965	-	29,359
Employee Benefits	119,675	119,249	-	426
Internal Service Charges	4,552	1,075	-	3,477
Other Operating Expenses	802,195	791,011	3,250	7,934
Capital Outlay	5,052	5,052	-	-
Indirect Costs	54,479	52,926	-	1,553
Total Expenditures	\$ 1,334,465	\$ 1,288,466	\$ 3,250	\$ 42,749
Total Revenues Less Expenditures	\$ -	\$ 45,999	\$ (3,250)	\$ 42,749

Purpose of Grant:

Develop a uniformly high quality seamless and coordinated system of out-of-school time, with shared goals for children in Jacksonville.

Additional Information:

Budget appropriated for life of the grant.

KIDS HOPE ALLIANCE

21st CCLC Program - Impact Grant

Grant Period: August 1, 2018 to September 30, 2019

September 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 379,689	\$ 251,469	\$ -	\$ (128,220)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 537,407	\$ 409,187	\$ -	\$ (128,220)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 124,051	\$ 94,938	\$ -	\$ 29,113
Salaries - Part Time	258,689	256,424	-	2,265
Employee Benefits	50,851	45,743	-	5,108
Internal Service Charges	500	-	-	500
Other Operating Expenses	103,316	75,861	-	27,455
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 537,407	\$ 472,966	\$ -	\$ 64,441
Total Revenues Less Expenditures	\$ -	\$ (63,779)	\$ -	\$ (63,779)

Purpose of Grant:

Provide afterschool program at San Jose and Hyde Park elementary schools.

Additional Information:

Programs are City operated.

Grant extended to September 30, 2019.

Revenue from DOE pending

KIDS HOPE ALLIANCE

21st CCLC Program - Teamup Excel

Grant Period: September 1, 2018 to September 30, 2019

September 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 840,000	\$ -	\$ -	\$ (840,000)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 840,000	\$ -	\$ -	\$ (840,000)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 120,000	\$ 35,761	\$ -	\$ 84,239
Salaries - Part Time	535,572	133,374	-	402,198
Employee Benefits	48,334	11,210	-	37,124
Internal Service Charges	100	-	-	100
Other Operating Expenses	132,655	34,312	7	98,336
Capital Outlay	3,339	2,571	-	768
Indirect Costs	-	-	-	-
Total Expenditures	\$ 840,000	\$ 217,228	\$ 7	\$ 622,765
Total Revenues Less Expenditures	\$ -	\$ (217,228)	\$ (7)	\$ (217,235)

Purpose of Grant:

Provide afterschool program at Cedar Hills and Gregory Drive

Additional Information:

Programs are City operated.

Pending revenue from July and August in the amount of \$115,556.

KIDS HOPE ALLIANCE

Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant

Grant Period: November 1, 2018 to October 31, 2019

September 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Department of Children & Families	\$ 400,000	\$ 197,000	\$ -	\$ (203,000)
Contributions from Other Funds	60,000	60,000	-	-
Revenue Fwd from Prior Year Funding	-	136,112	-	136,112
Total Revenues	\$ 460,000	\$ 393,112	\$ -	\$ (66,888)
EXPENDITURES:				
Salaries Part Time	\$ 1	\$ -	\$ -	\$ 1
Other Operating Expenses	21,352	14,782	-	6,570
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	429,276	259,629	167,163	2,484
Administrative Support	9,370	2,238	-	7,132
Total Expenditures	\$ 460,000	\$ 276,649	\$ 167,163	\$ 16,188
Total Revenues Less Expenditures	\$ -	\$ 116,463	\$ (167,163)	\$ (50,700)

Purpose of Grant:

Identify and refer youth with a mental health or substance use problems to services in an effort to prevent them from going deeper into the juvenile justice system.

Additional Information:

This is the second year of a three year grant.

Includes prior year excess revenue in the amount of \$136,112.

KIDS HOPE ALLIANCE

SAMHSA - High Fidelity Wrap Around Grant

Grant Period: September 30, 2018 to September 29, 2020

September 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,543,725	\$ 837,371	\$ -	\$ (706,354)
Intrafund Transfer	146,000	146,000	-	-
Total Revenues	\$ 1,689,725	\$ 983,371	\$ -	\$ (706,354)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 83,495	\$ 72,725	\$ -	\$ 10,770
Employee Benefits	32,246	29,117	-	3,129
Internal Service Charges	2,500	3,308	-	(808)
Other Operating Expenses	26,659	3,633	-	23,026
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,543,725	728,588	271,412	543,725
Indirect Costs	-	-	-	-
Total Expenditures	\$ 1,689,725	\$ 837,371	\$ 271,412	\$ 580,942
Total Revenues Less Expenditures	\$ -	\$ 146,000	\$ (271,412)	\$ (125,412)

Purpose of Grant:

This grant is to identify children who are admitted to crisis stabilization in NE Florida (Baker Act), refer them upon discharge to a mental health center; and respond to their immediate physical and mental health needs.

Additional Information:

Year 4 grant; received "no cost" extension for another year through September 30, 2020.

KIDS HOPE ALLIANCE

Beaches Community Fund Early Learning Grant

Grant Period: October 1, 2018 to December 31, 2019

September 30, 2019

	<u>Current Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
REVENUES:				
Contributions from Privated Sources	\$ 50,500	\$ 49,600	\$ -	\$ (900)
Total Revenues	\$ 50,500	\$ 49,600	\$ -	\$ (900)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 11,091	\$ 6,342	\$ -	\$ 4,749
Employee Benefits	2,682	1,251	-	1,431
Other Operating Expenses	36,727	25,921	-	10,806
Total Expenditures	\$ 50,500	\$ 33,514	\$ -	\$ 16,986
Total Revenues Less Expenditures	\$ -	\$ 16,086	\$ -	\$ 16,086

Purpose of Grant:

Improved early learning centers and early learning outcomes for children in the beaches community.

Additional Information:

This grant has been extended until December 31, 2019.

KIDS HOPE ALLIANCE
Youth Travel Trust Fund
September 30, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>					
Transfer from Other Funds	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
Total Revenues	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
<u>EXPENDITURES:</u>					
Grants and Aids	\$ 40,794	\$ 40,794	\$ 28,375	\$ 424	\$ 11,995
Total Expenditures	\$ 40,794	\$ 40,794	\$ 28,375	\$ 424	\$ 11,995
Total Revenues Less Expenditures	\$ -	\$ -	\$ 12,419	\$ (424)	\$ 11,995

Purpose of Program:

Assist youth and chaperones with the cost of travel expenses to events when selected to represent Jacksonville.

Additional information:

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Stop the Violence

September 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Interfund Transfer In	\$ 364,550	\$ 364,550	\$ -	\$ -
NC-Transfers	15,866	15,866	-	-
Total Revenues	\$ 380,416	\$ 380,416	\$ -	\$ -
<u>EXPENDITURES:</u>				
Trust Fund Authority	\$ 15,866	\$ 8,187	\$ 6,813	\$ 866
Grants and Aids	364,550	261,960	102,584	6
Total Expenditures	\$ 380,416	\$ 270,147	\$ 109,397	\$ 872
Total Revenues Less Expenditures	\$ -	\$ 110,269	\$ (109,397)	\$ 872

Purpose of Program:

Approved in FY18-19 budget for grants up to \$10,000 to be awarded to address youth violence in the community.

Additional information:

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Mini Grants Program

September 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Gain/Loss	\$ 2,420	\$ 2,420	\$ -	\$ -
Contributions from Private Sources	696,460	701,941	-	5,481
Interfund Transfer In	158,318	158,318	-	-
Total Revenues	\$ 857,198	\$ 862,679	\$ -	\$ 5,481
EXPENDITURES:				
Other Operating Expenses	\$ 49	\$ 49	\$ -	\$ -
Trust Fund Authority	939,003	819,081	-	119,922
Interfund Transfer Out	75,000	75,000	-	-
Indirect Cost	6,060	6,060	-	-
Total Expenditures	\$ 1,020,112	\$ 900,190	\$ -	\$ 119,922
Total Revenues Less Expenditures	\$ (162,914)	\$ (37,511)	\$ -	\$ 125,403

Purpose of Program:

Mini Grants up to \$25,000 per KHA Trust Sec 111.850 Part A

KIDS HOPE ALLIANCE
Jax Kids Book Club Trust Fund
September 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 216,444	\$ 216,444	\$ -	\$ -
Total Revenues	\$ 216,444	\$ 216,444	\$ -	\$ -
<u>EXPENDITURES:</u>				
Operating Expenses	\$ 214,444	\$ 207,189	\$ -	\$ 7,255
Food	1,000	680	-	320
Internal Service Charges	1,000	-	-	1,000
Total Expenditures	\$ 216,444	\$ 207,869	\$ -	\$ 8,575
Total Revenues Less Expenditures	\$ -	\$ 8,575	\$ -	\$ 8,575

Purpose of Program:

Provide books to children at the end of their VPK year as they transition to kindergarten to help encourage reading over the summer.

Additional information:

Self-appropriating Trust Fund

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: NOVEMBER 4, 2019

FINANCE COMMITTEE: NOVEMBER 13, 2019

BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER

RE: BUDGET AMENDMENT REQUEST: THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF FLORIDA'S FIRST COAST, INC. - SOUTHSIDE MIDDLE SCHOOL

REQUESTED ACTION:

The Board is asked to:

- 1.) 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.
- 2.) Authorize the CEO to execute an amendment to the contract consistent with the action above.

NARRATIVE:

The YMCA is requesting to move dollars within their budget to pay for security resource officer expenses that are incurred during the school year. During their budgeting process, the agency planned to hire an officer in the payroll line item. The agency was later informed that the officer must be paid as a contractor in the Duval County Public Schools portal and could not be hired directly as an employee.

KHA policy requires Board approval because these budget changes create a new budget line item and exceed 10% of the agency's total contract amount.

Attached is a letter from the agency outlining their request.

FISCAL IMPACT:

This action item does not require any additional funding.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: NOVEMBER 4, 2019

FINANCE COMMITTEE: NOVEMBER 13, 2019

BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER

RE: HEALTHY FAMILIES JACKSONVILLE SUBCONTRACT RENEWAL WITH THE NORTHEAST FLORIDA HEALTHY START COALITION FOR 2019/2020

REQUESTED ACTION:

The Board is asked to:

- 1) Approve an extension of the following contract for 6 months from January 1, 2020 – June 30, 2020.

<i>BID</i>	<i>AGENCY</i>	<i>PROGRAM</i>	<i>FUNDING</i>
ESC-0490-16	Northeast Florida Healthy Start Coalition	Healthy Families	\$880,244.50

- 2) Authorize the CEO to execute an amendment extending the contract on behalf of the Kids Hope Alliance.

NARRATIVE:

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.

FISCAL IMPACT:

The Northeast Florida Healthy Start Coalition will receive additional funding in the amount of \$880,244.50. Total funding for the Healthy Families program grant period July 1, 2019 through June 30, 2020 is \$2,135,000.00. This amount includes \$1,094,500.00 from Federal and State funds from the Ounce of Prevention Fund of Florida and \$1,040,500 of matching funds from KHA. Total funding for Northeast Florida Healthy Start Coalition for the 2019-2020 grant period is \$1,785,414.00.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: NOVEMBER 4, 2019
FINANCE COMMITTEE: NOVEMBER 13, 2019
BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER
RE: COMPASS USA, INC CANTEEN RENEWAL

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize the renewal of KHA's 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.

- 2) Authorize the CEO to execute an amendment to the contract and all other documents consistent with the intent of the action authorized above.

NARRATIVE:

KHA contracted with Compass Group USA, Inc. in January, 2019 to provide healthy snacks and supper to youth participating in KHA's afterschool programs in community-based sites. To qualify as a site through the Child Care Food Program Afterschool Meals Program, the site must be in an area where at least 50% or more of youth receive free or reduced lunch. Funding is provided through a grant from the Florida Department of Health/Bureau of Child Nutrition Programs (Child Care Food Program) which reimburses KHA monthly for meals provided by Contractor. KHA's current contract expired September 30, 2019. The grantor is requiring that KHA rebid the contract. KHA staff is preparing a new RFP and expects an award to be made in January, 2020.

FISCAL IMPACT:

The contract with Compass Group USA, Inc. will be increased by the amount of \$380,000.00. All payments are reimbursable from the Florida Department of Health/Bureau of Child Nutrition Programs with no cash match required by KHA.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: NOVEMBER 4, 2019
FINANCE COMMITTEE: NOVEMBER 13, 2019
BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER
RE: SUMMER FOOD SERVICE PROGRAM GRANT RENEWAL

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the renewal of the Florida Department of Agriculture and Consumer Services/ Division of Food, Nutrition, and Wellness grant for Summer 2020.
- 2) Authorize the CEO to execute a grant contract and all other documents necessary to fulfill grant requirements.

NARRATIVE:

The Summer Food Service Program (SFSP) is a federally funded, state-administrated program. The Program will operate Monday through Friday providing healthy snacks and/or lunches to an estimated 120 sites throughout Duval County. The SFSP reimburses providers who serve free healthy meals to children and teens in low-income areas during the summer months when school is not in session. The program requirements are as follows:

- Program must keep attendance records, daily meal counts, menus, and expenditure records
- Meals must meet specific USDA meal pattern requirements
- Meals must contain a fluid milk, fruits and vegetables, grains and breads, and meat/meat alternatives.

FISCAL IMPACT:

The funding of this program is from federal dollars through the State of Florida up to \$1,100,000 and was appropriated in KHA's 2019-2020 Annual Budget Ordinance. This grant does not require matching funds from KHA.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: **NOVEMBER 4, 2019**
FINANCE COMMITTEE: **NOVEMBER 13, 2019**
BOARD MEETING DATE: **NOVEMBER 20, 2019**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**
FROM: **DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**
RE: **CONTRACT: CHILDCARE MATCH FUNDING GRANT**

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize 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.
- 2) Authorize the CEO to execute the contract and any other documents consistent with the intent of the action item taken above.

NARRATIVE:

KHA has a legacy of partnership with the Early Learning Coalition of Duval, providing this funding to increase access to early learning programs for at-hope families. Each year, the Early Learning Coalition of Duval has used this funding to leverage a 1:1 match of school readiness funding from the State of Florida. The funding will provide child care assistance scholarships for approximately 325 children 0-8 years of age who meet the eligibility guidelines set by the State of Florida. 80% of the funding is prioritized for families living in Health Zone 1 zip codes.

In KHA's Annual Budget Ordinance for 2019-2020, the Jacksonville City Council authorized execution of a direct contract with the Early Learning Coalition of Duval for a Childcare Local Match and waived the provision of Chapter 77 that requires competitive procurement through an evaluated bid process.

FISCAL IMPACT:

Contract is for \$625,000 for use from October 1, 2019 to September 30, 2020. Funding for this contract was appropriated in KHA's Annual Budget Ordinance for 2019-2020.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

2019-2020 SCOPE OF SERVICES

Provider: Early Learning Coalition of Duval

Program: Child Care Match Funding Grant

Grant Amount: \$625,000

Child Care Match Funding (approx. 350)	\$625,000
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Program Design:

- **Child Care Match Funding**

The Early Learning Coalition of Duval (ELC of Duval) will increase family access to high quality early childhood programs by utilizing this funding to provide child care assistance scholarships and to draw down a 1:1 match of school readiness funding from the State of Florida. This amount of funding will provide child care scholarships for approximately 350 children each month. The amount of the scholarship award will be based on the age of the School Readiness (SR) child and the type of scholarship provided.

Participation:

- Families must be Duval County residents and have qualifying incomes of 200% or less of federal poverty level by household size.
- Families may choose any child care program with a school readiness contract.
- 80% of the funding will provide childcare assistance for families living in Health Zone 1 zip codes (32202, 32205, 32206, 32208, 32209, 32210, 32211, 32218, 32244, 32254)
- Children are eligible from birth to age 8.

Outcome Measure:

Eighty percent (80%) of scholarships from Child Care Match funds are provided to families in "Health Zone 1" zip codes.

Accountability:

The Early Learning Coalition of Duval will track monthly the number of children served with scholarships, and the amount of funds used. The ELC of Duval will submit quarterly reports to the Kids Hope Alliance and present reports in KHA board meetings during the year.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: NOVEMBER 4, 2019

FINANCE COMMITTEE: NOVEMBER 13, 2019

BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER

RE: CONTRACT: PROGRAM QUALITY AND WORKFORCE DEVELOPMENT SERVICES

REQUESTED ACTION:

The Board is asked to:

1. Authorize 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.
2. Authorize the CEO to execute the contract and any other documents consistent with the intent of the action taken above.

NARRATIVE:

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.

KHA is continuing to expand services that improve quality in child care programs serving school readiness children by utilizing contracted agencies deploying specialists that work onsite, taking training and professional development opportunities to a low-wage workforce and to strengthen the programs in six key areas:

- 1) **Director Leadership:** Training and professional development of the skills needed to effectively manage program and staff, provide a safe and nurturing learning environment and support effective curriculum implementation.
- 2) **CLASS Standards:** Instructional coaching support provided in every classroom to address areas of teacher development in infant, toddler and preschool level CLASS standards
- 3) **Curriculum Implementation:** Instructional coaching support for classroom teachers, on skills needed to implement with fidelity a comprehensive curriculum that focuses on literacy, language development and vocabulary in all age groups.
- 4) **Classroom Environment:** Technical assistance to create a physically and emotionally safe environment, including an appropriate type and quantity of materials and technology to effectively implement the curriculum and support learning.

- 5) **Family Support:** Training program staff in trauma awareness and knowledge of community resources and supports to meet basic needs.
- 6) **Kindergarten Transition:** Training and technical assistance ensuring the program has a plan and supports for families so that they are prepared to support their child's transition into kindergarten.

The Early Learning Coalition of Duval will use this funding to provide professional development services in up to 100 early learning programs. The outcomes include an increase in the number of programs participating in Guiding Stars, higher CLASS composite scores from the State-required observations leading to higher reimbursement rates and generating more revenue to maintain quality, higher education levels and more credentialed teachers, improving the quality of instruction and care for children from At-Hope communities

In KHA's Annual Budget Ordinance for 2019-2020, the Jacksonville City Council authorized execution of a direct contract with the Early Learning Coalition of Duval for Program Quality and Workforce Development and waived the provision of Chapter 77 that requires competitive procurement through an evaluated bid process.

FISCAL IMPACT:

Contract is for \$1,352,194 for use from October 1, 2019 to September 30, 2020. Funding for this program was appropriated in KHA's Annual Budget Ordinance for 2019-2020.

This funding, combined with two other contract amounts, will allow the Early Learning Coalition to draw down a dollar for dollar match of school readiness funding from the State of Florida to a maximum of \$2.5 million.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

2019 – 2020 SCOPE OF SERVICES

Provider: Early Learning Coalition of Duval

Program: Program Quality and Workforce Development Grant

Grant Amount: \$1,352,194

Program Quality and Workforce Development	\$ 1,352,194
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Program Design:

The Early Learning Coalition of Duval (ELC of Duval) will contract with agencies to 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” or Health Zone 1 neighborhoods and those with a high percentage of school readiness children.

The agencies will work to strengthen the programs in six key areas:

- 1) **Director Leadership:** Training and professional development opportunities are provided to directors so that they can effectively manage the program and staff and provide a safe and nurturing learning environment and become “instructional leaders” to insure children have appropriate classroom learning experiences.
- 2) **CLASS Standards:** Support will be provided in every classroom to address areas of teacher development in infant, toddler and preschool level CLASS standards toward the goal that every childcare program’s composite score will be a 5.0 or higher on the CLASS Assessment tool.
- 3) **Curriculum Implementation:** Support will be provided so that classroom teachers for all classroom levels, infants through preschool, implement with fidelity a comprehensive curriculum that focuses on literacy with special attention to phonological awareness in the preschool classrooms and language development and vocabulary in all age groups.
- 4) **Classroom Environment:** Every classroom must have a physically and emotionally safe environment, which includes sufficient consumables to effectively implement the curriculum, computer technology that enables the preschool child to be proficient using a mouse when entering kindergarten and multiple opportunities to engage in hands-on learning experiences that support development of learning success skills (e.g., collaboration and teamwork, problem-solving, communication and connections, creativity, and emerging literacy and language skills)

- 5) Family Support: Program staff are trauma-aware and able to connect families to resources and supports to meet basic needs. Every child must have a physical and emotionally safe home environment.
- 6) Kindergarten Transition: The program takes steps to help the family of every 4-year-old to be prepared to support their child’s transition into kindergarten, including meeting with the kindergarten teacher to share their child’s strengths and weaknesses as they leave prekindergarten.

Outcome Measures:

Increase the percentage (%) of School Readiness Early Learning Programs completing Guiding Stars (GS) of Duval Quality Rating and Improvement System or achieving a national accreditation. (At GS validation, programs will earn a 3, 4 or 5-star rating, and have a CLASS composite score of 4.0 or higher.)
Ninety (90) percent of teachers receiving support will show improvement in the quality of their interactions and instructional skills as measured by the Infant, Toddler and Pre-K Classroom Assessment Scoring System tools.
Eighty (80) percent of early learning teachers taking a Child Development Associate (CDA) course complete the training and application requirements to earn the National CDA credential.
In School Readiness early learning programs being served, 80% of the directors and/or owners participate in coaching, small and large group training and communities of practice experiences to develop leadership skills and create a workplace culture that is supportive of teachers’ efforts to learn and utilize best practices and provide an effective learning program.

Additional requirements:

All direct service staff must be Level 1 and Level 2 background screened. All direct service staff must be a certified CLASS observer or will become CLASS certified in all three assessment tools within the first 90 days of hire. Direct service staff working with center director must have documented expertise in instructional leadership, the change process, and using data to inform classroom practices or will register to become certified from a Coalition approved coaching model within 6 months.

Accountability and Reporting

The Early Learning Coalition of Duval will track monthly the number of programs and classrooms served and the number of school readiness children and total children impacted by the services. The programs’ CLASS composite score and CLASS scores for each classroom will be tracked, for the ability to see growth from one observation point to the next. Participation rate of directors in “director leadership development” opportunities and Guiding Stars ratings are tracked. The ELC of Duval will submit quarterly reports to the Kids Hope Alliance and present reports in KHA board meetings during the year.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: NOVEMBER 4, 2019
FINANCE COMMITTEE: NOVEMBER 13, 2019
BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER
RE: CONTRACT: CHILDCARE ENHANCEMENT AND FAMILY ENGAGEMENT SERVICES

REQUESTED ACTION:

The Board is asked to:

- 1) 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.
- 2) Authorize the CEO to execute the contract and any other documents consistent with the intent of the action taken above.

NARRATIVE:

This contract will allow the Early Learning Coalition of Duval to provide child care scholarships to fill gaps in services for targeted populations in at-home neighborhoods and to provide a community-building family engagement program in three public housing neighborhoods.

KHA is continuing to fund and expand services that began with the Jacksonville Journey. In partnership with the Early Learning Coalition of Duval, this enhanced child care scholarship funding targets identified populations of need with scholarships that fill gaps in services. Populations include:

- Families that need an additional scholarship to cover the differential between the school readiness rate and the actual market rate in order to maintain enrollment for their children (approx. 200) in a high-quality learning program.
- Up to 50 non-school readiness children completing VPK will receive a 10-week scholarship for the opportunity to remain in a high-quality learning program during the summer until kindergarten begins, preventing learning loss and supporting kindergarten readiness.
- Approximately 50 “Ineligible” family scholarships will provide child care while a parent completes verifiable steps toward stable housing, employment and eligibility for school readiness. Target populations include homeless and sheltered families.

The Early Learning Coalition of Duval will provide a Parent Café or a similar outreach model in three select “high-opportunity” or Health Zone 1 neighborhoods to build “community” and to offer parenting supports which focus on positive parent-child relationships and literacy education for families of children 0-5.

The Early Learning Coalition of Duval will use this funding to leverage a 1:1 match of school readiness funding from the State of Florida. The funding will provide child care assistance scholarships for approximately 300 children 0-8 years of age, and 100% of the funding is prioritized for families living in Health Zone 1 zip codes.

The amount of the scholarship for the parent will be based on the age of the School Readiness (SR) child and the type of scholarship provided.

In KHA's Annual Budget Ordinance for 2019-2020, the Jacksonville City Council authorized execution of a direct contract with the Early Learning Coalition of Duval for Childcare Enhancement and waived the provision of Chapter 77 that requires competitive procurement through an evaluated bid process.

FISCAL IMPACT:

Contract is for \$829,500 for use from October 1, 2019 to September 30, 2020. Funding was appropriated in KHA's Annual Budget Ordinance.

This funding, combined with two other contract amounts, will allow the Early Learning Coalition to draw down a dollar for dollar match of school readiness funding from the State of Florida to a maximum of \$2.5 million.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

2019-2020 SCOPE OF SERVICES

Provider: Early Learning Coalition of Duval

Program: Child Care Enhancement and Family Engagement Grant

Grant Amount: \$829,500

Childcare “Gap” Scholarships (approx. 200)	\$468,000
VPK Summer “Gap” Scholarships (approx. 50)	\$57,468
“Ineligible Family” Childcare Scholarships (approx. 50)	\$200,000
Family Engagement Staff and Activities	\$104,032
Total Grant	\$829,500

Program Design:

- **Child Care Enhancement**

The Early Learning Coalition of Duval (ELC of Duval) will increase family access to high quality early childhood programs with strong literacy components by utilizing this grant funding to provide child care scholarships to approximately 300 children. The amount of the scholarship for the parent will be based on the age of the School Readiness (SR) child and the type of scholarship provided.

The Early Learning Coalition of Duval will provide childcare **“Gap” scholarships:**

- Provide an additional scholarship to cover the differential between the school readiness rate and the actual market rate charged by the program so there is little to no cost to the parent to have their child attend a high-quality child care program.
- Require families to keep their child enrolled in the selected child care program with high quality programming and maintain an 85% attendance record.
- Verify that families of children receiving “gap” scholarships to attend child care programs with high quality programming are eligible for school readiness (SR) funding.

The Early Learning Coalition of Duval will provide **VPK Summer “Gap”** scholarships:

- Summer VPK gap scholarships are to provide non-school readiness children completing VPK the opportunity to remain in a learning program during the summer until kindergarten begins.
- The scholarships are for up to 10 weeks of childcare at a program with a literacy-rich curriculum.
- VPK students will have ongoing learning activities with a credentialed teacher to continue their preparation for Kindergarten and prevent summer learning loss.

The Early Learning Coalition of Duval will use the funding to provide **scholarships to Ineligible Families:**

- “Ineligible” family scholarships will provide child care while a parent completes verifiable steps toward employment and eligibility for school readiness funding. These steps can include obtaining a GED or completing a job training program.
- This funding can bridge a period of ineligibility for a family that was previously eligible, for example, keeping a child in care for the duration of a school year.
- This funding is used in partnership with homeless shelters and service providers for displaced families

- **Child Care Program Selection for Gap Scholarships**

- Participating selected child care programs with high quality programming must have a Guiding Stars of Duval star rating of 4 or 5 stars or achieve it during the program year.
- Participating selected child care programs must be within a 2.5 mile radius of HUD or public housing.

- **Family Engagement**

The Early Learning Coalition of Duval will use a capacity-building and community-building model for working directly with families who reside in selected “at hope” or Health Zone 1 neighborhoods or whose children attend selected high quality child care programs. The goal is to provide families opportunities to access resources to meet basic needs, develop their skills including literacy skills, and to encourage engagement with their child’s learning process. Families that enroll in selected high-quality child care programs have the opportunity for their child attend at no cost.

The Early Learning Coalition of Duval will support **Family Engagement**:

- Recruit and support community residents as liaisons who work with ELC of Duval staff to provide outreach to families in select public housing and “high-opportunity” or Health Zone 1 neighborhoods.
- Provide Parent Café or a similar outreach model in the select “high-opportunity” or Health Zone 1 neighborhoods to build “community” and offer parenting supports which focus on positive parent-child relationships and literacy education for families of children 0-5.
- Encourage parents receiving the scholarships to participate in literacy activities at the child care program and attend parent engagement activities throughout the duration of their child’s attendance at the program.
- Assist child care program providers with planning and implementing a family outreach and engagement program that builds community and supports positive child outcomes, including the skills parents need for their child’s transition to kindergarten.

Outcome Measures:

One hundred percent (100%) of scholarships from Child Care Enhancement funds provided families in “high opportunity” neighborhoods access to high quality child care programs in designated “Health Zone 1” zip codes.
Children who attended a select high-quality program through a child care enhancement grant had an eighty-five percent (85%) monthly attendance record.
Fifty percent (50%) of the families receiving a child care enhancement scholarship participated in family engagement activities offered at the child care program during that time.
Fifty percent (50%) of participating families living in select public housing areas whose children are not in child care attended more than one Parent Café or other family outreach activity per quarter.

Accountability:

The Early Learning Coalition of Duval will track monthly the number of children served with scholarships, by type of scholarship. The child care attendance rate for children who receive a child care enhancement scholarships will be tracked as well as the parent participation level in family engagement activities. The ELC of Duval will submit quarterly reports to the Kids Hope Alliance and present reports in KHA board meetings during the year.

FINANCE COMMITTEE: NOVEMBER 13, 2019
BOARD MEETING DATE: NOVEMBER 20, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER
RE: FUNDS TRANSFER FROM PRE-TEEN 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
\$28,758.00	Teen/Pre-Teen (JCOD191ESPTP)	Special Needs (JCOD191ESSN)

NARRATIVE:

Additional funding has been made available to fund programs under the Safe and Thriving Grant, managed by the City of Jacksonville's Grants Department. The targeted population for the grant is at-risk youth and the goal is to ensure lasting support and services to reduce violence; transform community norms, culture, and behaviors; and achieve well-being in children, youth, and families. When looking at the list of Special Needs RFP applicants, the next program in line to receive funding based on scores was Youth Crisis Center (YCC). However, KHA was unable to fund the program because the amount allocated to the RFP was depleted before reaching them. Youth Crisis Center is a great example of a program that would benefit from the Safe and Thriving Grant and produces outcomes that meet the model of the grant. In order to make this possible, all programs scoring higher than the YCC under the Special Needs RFP must be fully funded. DLC Nurse & Learn was the last program funded under the RFP and when funds were depleted there was a gap of \$28,758.00 between what was requested and what was funded. If we are able to fill this gap for DLC, we can then access funds from the Safe & Thriving grant to fund the next highest scoring program, Youth Crisis Center, for \$79,395 for six months.

KHA's Annual Budget Ordinance for 2019-2020 gives the Board the authority (without City Council approval) to transfer, through a transfer directive, appropriations between Essential Services Plan Categories, provided that cumulative transfers out of an Essential Services Plan Category do not exceed 10% of the individual Essential Services Category budget from which the funds are being transferred.

FISCAL IMPACT:

\$28,758 less will be available in the Pre-Teen/Teen category for the Young Men's Success RFP. However, DLC Nurse & Learn, within the Special Needs category, will receive an additional \$28,758.00 above the original amount awarded to fulfill their funding request. Subsequently, \$79,395 will be awarded to Youth Crisis Center under KHA's Special Needs RFP with funding from the Safe & Thriving grant (outside of KHA's budget).

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.