



KIDS HOPE ALLIANCE

The Jacksonville Partnership
for Children, Youth & Families

BOARD MEETING AGENDA
Wednesday, November 20th, 2019
10:00 AM - 12:00 PM

		<u>Page #</u>
1. CALL TO ORDER	Kevin Gay	
2. APPROVAL OF THE MINUTES	Kevin Gay	03
3. REPORT OF THE CHAIR	Kevin Gay	
4. CEO'S REPORT	Donald Horner III	
5. FINANCE COMMITTEE REPORT	Tyra Tutor	07
• Financial Report – September 30, 2019		
6. GOVERNANCE AND PROGRAMS COMMITTEE REPORT	Dr. Barbara Darby	
7. CONSENT AGENDA <i>(open for public comment prior to vote)</i>	Dr. Saralyn Grass	
*All items can be pulled for discussion		
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• The Young Men's Christian Association Budget Amendment Request Southside Middle School <i>(Approved at Governance and Finance Committees)</i>		24
• Healthy Families Jax Subcontract Renewal <i>(Approved at Governance and Finance Committees)</i>		25
• Compass USA, Inc. Canteen Renewal <i>(Approved at Governance and Finance Committees)</i>		26
• Summer Food Service Program Grant Renewal <i>(Approved at Governance and Finance Committees)</i>		27
• Early Learning Coalition of Duval Childcare Match Funding Grant: Contract <i>(Approved at Governance and Finance Committees)</i>		28
• Program Quality and Workforce Development Grant <i>(Approved at Governance and Finance Committees)</i>		29
• Childcare Enhancement and Family Engagement Grant <i>(Approved at Governance and Finance Committees)</i>		31
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8. **ACTION ITEMS** *(open for public comment prior to vote)*
- Special Needs Funding Transfer Mary Nash 33
 - Florida Institute of Education at University of North Florida: Contract Renewal Dr. Saralyn Grass 34
9. **PARTNER PRESENTATION:**
- Summer 2019 SAIL Summer Camp Pilot Cheryl Fountain,
Florida Institute of Education
10. **SUBJECT MATTER EXPERT PRESENTATION**
- Out-of-School Time Provider and Parent Focus Group Report Debbie Verges,
Verges Consulting 37
11. **BOARD DISCUSSION**
- Long Term Goals and Priorities Kevin Gay
 - Board Retreat Dr. Barbara Darby
12. **STAFF UPDATES**
- DCPS Collaboration Dr. Saralyn Grass
 - Procurement and Upcoming RFPs Dr. Saralyn Grass
 - Essential Services Plan Dr. Saralyn Grass
 - Annual Report Update Travis Williams
13. **PUBLIC COMMENTS**
14. **ADJOURN**

Kids Hope Alliance
The Jacksonville Partnership for Children, Youth and Families
1095 A. Philip Randolph Blvd.
Jacksonville, FL 32206

Board Meeting Minutes

Meeting Information	Board Member Attendance			
Date: October 16, 2019 Location: 1095 A. Philip Randolph Blvd. 1st floor, Multipurpose Room	Y	Kevin Gay- Chair	Y	Tyra Tutor
	Y	Dr. Barbara Darby	Y	Dr. Marvin Wells
	Y	Rebekah Davis	Y	Donna Orender
	Y	Rose Conry		

Advisory: Elizabeth Webb, Office of the Public Defender; Jackie Simmons, Duval County Public Schools; Laura Lothman, Office of the State Attorney

City Staff: Julia Davis, Dawn Lockhart, and Stephanie Burch




KHA Staff: Donnie Horner, Delores Williams, Cynthia Nixon, Saralyn Grass, Cory Armstrong, Lenora Wilson, Dae Lynn Helm, Ruth Waters, Rodger Belcher, Lissette Maldonado, Katoia Wilkins, LaRaya Strong, Robin Franks, Jerelyn Allen, Mary Nash, Tyrica Young, Travis Williams, Sylvester Pinckney, Deborah Sibley and Terri Anderson, Delores Forster-Young, Sharon Carpenter, Sherrill Smith Hensley, John Everett, Danielle Deverson and Dae Lynn Helm

Guest: [10.16.19 Board Guest Sign In.pdf](#)

Agenda Items	Action/Outcome
CALL TO ORDER	Kevin Gay called the meeting to order at 10:00 am. Chairman Gay went over the emergency exit plan and explained that comment cards are available for anyone wishing to speak to an action item or for general comments at the conclusion of the meeting.
APPROVAL OF THE MINUTES	Chairman Gay asked for approval of the September 11 th Board summary. Dr. Darby made the motion and Donna Orender seconded it. Chairman Gay asked if there was any discussion or comments. Dr. Wells wanted it known that he was not at the September meeting. With no other comments being heard, Chairman Gay asked all in favor to signify by the sign of "aye". The motion to approve the Board summary was passed.

<p>CHAIRMAN’S REPORT</p>	<p>Chairman Gay thanked Donald Horner and staff for all of their hard work. Chairman Gay attend the Governance and Finance meetings this month. He talked with both Committees about combining the Program and Governance Committees and said it is a great opportunity to have all the new members on a committee. Chairman Gay also talked about Trauma Informed Care Training that took place last week with about 80 participants. The Mayor’s Youth at Work Partnership employed 716 youth with 40 employers over the summer, Jax PAL used their STV Mini Grant awards to host an Open Gyms program over the summer to allow youth a safe and fun environment. Their hours of operation were 5 pm until 9 pm. The Mayor’s Young Leaders Advisory Council held an orientation for 67 new members and later this afternoon, KHA will host an informational meeting for small providers.</p>
<p>CEO REPORT</p>	<p>Donnie Horner, Acting CEO for Kids Hope Alliance, thanked the Board for all their work. Mr. Horner presented Delores Forster-Young with her 15 years of service pin and letter from Mayor Curry. Mr. Horner talked about having subject matter expertise later on the agenda and our partner presentations for today. Mr. Gay said that staff had reached out to Rose Conry about being on the Finance Committee and she had accepted. Mr. Gay asked that the Board make it official by taking a vote. Ms. Tutor made the motion and Dr. Wells seconded it. Chairman Gay invited comments and discussion. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor of Rose Conry being on the finance committee was passed.</p>
<p>FINANCE COMMITTEE REPORT</p>	<p>Tyra Tutor gave the Finance Committee updates. Ms. Tutor said the Finance Committee met on October 9th. The finance report goes through August 31th. Ms. Tutor said that everything is on track and in line with our expectations. An update on the FY 19-20 budget was also provided. The Finance Committee reviewed all the action items being presented today in detail before being approval. Ms. Tutor thanked Cynthia Nixon and her team for always being well prepared and getting everything that is asked of by the Board. Chairman Gay thanked Ms. Tutor and Dr. Wells for their service on the Finance Committee.</p> <p>Chairman Gay thanked Dr. Darby and the Governance Committee for all out their work. Dr. Saralyn Grass has reached out Donna Orender about taking part on the Governance Committee and Ms. Orender has accepted. Dr. Darby made the motion and Ms. R. Davis seconded it. Chairman Gay opened the floor for discussion and public</p>

	<p>comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor of Donna Orender being on the Governance Committee and the motion was passed.</p>
<p>GOVERNANCE COMMITTEE REPORT</p>	<p>Dr. Darby said that the Governance Committee met on October 7th and reviewed the items in the packet in detail. Dr. Darby said that the Governance Committee has completed 7 items on their work tracker out of 11. In November, the committee will create new plan of work. Dr. Darby thanked staff for all of their efforts and gave a special thank you to Rebekah Davis for being a part of the committee</p>
<p>NEW BUSINESS ACTION ITEM</p>	<p>Chairman Gay said at this time he would like to go over the process for the consent agenda. Dr. Grass will go over each action item that has already been vetted and approved by both the Governance and Finance Committees.</p> <p>Dr. Grass summarized each action item listed below.</p> <ul style="list-style-type: none"> • Communities in Schools Funding Recommendations West Jax Bridge to Success and Mayport Middle • 21st CCLC Grant Renewal Cedar Hills Elementary and Gregory Drive Elementary • 21st CCLC Grant Renewal Hyde Park Elementary and San Jose Elementary • Criminal Justice Mental Health and Substance Abuse Reinvestment Grant • Don’t Miss A Beat Travel Trust Fund Request • MOU with the Duval County School Board Student Data Sharing Agreement, 21st CCLC • College Success and Access Program
	<p>The Board can choose to pull any item for further discussion if needed before an approval vote is taken. Chairman Gay said that moving to a consent agenda does not deny the public comments or discussion by the Board. Public comments can be made before the Board votes on the consent agenda. Dr. Darby made the motion to approve the consent agenda and Ms. Conry seconded it. Dr. Wells said that the full Board has not been on the committee and maybe we should poll the board members to see if its ok with them. Dr. Grass said that she had been in Contact with the two board members who were</p>

	<p>appointed today to the committees to answer any questions they had on the action items. Chairman Gay opened the floor for public comment. With no public comments being heard, Chairman Gay asked all in favor of the consent agenda to signify by the sign of “aye”. All were in favor and the consent agenda was approved.</p>
<p>PRESENTATIONS</p>	<p>Efficacy Report – Travis Williams</p>  <p>KHA Presentation v. 2.pptx</p> <p>Healthy Families- Mary Nash</p>  <p>HFJ Board Presentation Oct 20:</p> <p>Florida Children’s Council- Michele Watson</p>  <p>KHA Presentation v. 2.pdf</p> <p>Results Based Accountability- Tyrica Young, not attached Gregory Pittman, Director of School Base Program with Daniel Kids spoke about the Full Service Schools Model.</p>
<p>ADJOURN</p>	<p>Meeting Adjourn at 12:17 p.m.</p>



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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	827,268	6,813	120,788	
Internal Service Charges	902,999	757,923	10,422	11,280	12,536	1,075	-	-	-	3,308	-	-	8,187	819,081	-	796,544	-	106,455	
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
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 1,094,500	\$ 56,927	\$ -	\$ (1,037,573)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 1,094,500	\$ 56,927	\$ -	\$ (1,037,573)
<u>EXPENDITURES:</u>				
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
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 379,689	\$ 251,469	\$ -	\$ (128,220)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 537,407	\$ 409,187	\$ -	\$ (128,220)
<u>EXPENDITURES:</u>				
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
<u>REVENUES:</u>				
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)
<u>EXPENDITURES:</u>				
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	<u>\$ 50,500</u>	<u>\$ 49,600</u>	<u>\$ -</u>	<u>\$ (900)</u>
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	<u>\$ 50,500</u>	<u>\$ 33,514</u>	<u>\$ -</u>	<u>\$ 16,986</u>
Total Revenues Less Expenditures	<u>\$ -</u>	<u>\$ 16,086</u>	<u>\$ -</u>	<u>\$ 16,086</u>

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
REVENUES:					
Transfer from Other Funds	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
Total Revenues	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
EXPENDITURES:					
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.

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.

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-hope 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.

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.

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
SARALYN GRASS, CHIEF PROGRAMS OFFICER
TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS
JOYCE WATSON, DIRECTOR. ADMINISTRATION
RE: CONTRACT: FLORIDA INSTITUTE OF EDUCATION AT UNIVERSITY OF
NORTH FLORIDA – SAIL NETWORK CYCLE 3 TECHNICAL ASSISTANCE
AND SUPPORT

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize execution of a contract with Florida Institute of Education at the University of North Florida (“FIE”) for Early Education SAIL Network, Cycle 3 Technical Assistance and Support as described in the Scope of Work attached to this action item.
- 2) Authorize the CEO to execute the contract and any other documents consistent with the intent of the action authorized above.

NARRATIVE:

FIE will provide technical assistance and support of the SAIL afterschool program. In 2017, the Jacksonville Journey worked with FIE to develop a three-year Early Education Pilot (“SAIL”) afterschool and summer program to test the feasibility of a cross sector, neighborhood learning network that would collaboratively develop, implement and test new delivery strategies for afterschool and summer learning in Jax Journey target areas. Contracts were awarded pursuant to an RFP issued by the Jacksonville Children’s Commission and the Jacksonville Journey. This is the second and final renewal of the pilot program contracts. The goal is to demonstrate significant improvements in literacy proficiency, as well as develop skills in, problem solving, creativity and innovation, teamwork and collaboration, and communication and connections of participating children (the “Big Five Learning Success Skills”) and effect positive change in partner neighborhoods.

3-Year Funding Rationale: Collaboratively develop and implement new delivery strategies for afterschool and summer learning that are aligned with and support in-school learning, contribute to students improved academic outcomes and that can be shared with other afterschool and summer learning programs. Work is organized into three continuous improvement cycles: Cycle 1, 2017/2018; Cycle 2, 2018/2019; and Cycle 3, 2019/2020.

The funding period for these technical assistance and support services will be from October 1, 2019 – May 31, 2020 with funding of \$100,000.

FISCAL IMPACT:

Technical Assistance and Support Services of \$100,000.00.

GOVERNANCE/PROGRAM IMPACT:

The Technical Assistance and Support Services will continue to expand KHA's ability to complete program data analysis to assist in determining the effectiveness of this program.

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.

**Kids Hope Alliance Early Education 3-Year SAIL Network:
Supporting Academics and Igniting Learning Program**

REVISED proposal submitted by the Florida Institute of Education at the University of North Florida
Scope of Work: Early Education *SAIL Network*, Cycle 3 Technical Assistance and Support
October 1, 2019 – May 31, 2020

Overarching Early Education 3-Year SAIL Network Goal: Demonstrate significant improvements in reading proficiency of participating children; increased use of the “Big Five” Learning Success Skills; and effect positive change in partner neighborhoods.

3-Year Funding Rationale: Collaboratively develop and implement *new delivery strategies for afterschool and summer learning* that are aligned with and support in-school learning, contribute to students improved academic outcomes and *that can be shared with other afterschool and summer learning programs*. Work is organized into three continuous improvement cycles: Cycle 1, 2017/2018; Cycle 2, 2018/2019; and Cycle 3, 2019/2020.

The Florida Institute of Education (FIE) will lead the collaborative design, development, and refinement process for the Cycle 3 Early Education 3-Year *SAIL Network* afterschool learning program October 1, 2019 – May 31, 2020 as follows:

October 1, 2019 – December 31, 2019. Cost: \$37,500

- FIE will provide KHA technical assistance and support for Cycle 3 to four *SAIL Network* elementary schools and partner community agencies focusing on the afterschool academic (Radical Readers and Imagination Zone) and ACE (Action, Connect, Explore) enrichment components.
- FIE will provide program deliverable timelines for *SAIL Network* partners.
- FIE will use Cycle 1 and Cycle 2 *Summer SAIL* camp data to design a generic form of the *Summer SAIL Hour-A-Day of Literacy* camp implementation timeline.

January 1, 2020 – March 31, 2020. Cost: \$37,500

- FIE will provide KHA technical assistance and support for Cycle 3 to four *SAIL Network* elementary schools and partner community agencies focusing on the afterschool academic (Radical Readers and Imagination Zone) and ACE (Action, Connect, Explore) enrichment components.
- FIE will provide program deliverable timelines for *SAIL Network* partners.
- FIE will develop and refine a generic implementation timeline for the *Summer SAIL Hour-A-Day of Literacy* camp design.

April 1, 2020 – May 31, 2020. Cost: \$25,000

- FIE will provide KHA technical assistance and support for Cycle 3 to four *SAIL Network* elementary schools and partner community agencies focusing on the afterschool academic (Radical Readers and Imagination Zone) and ACE (Action, Connect, Explore) enrichment components.
- FIE will provide program deliverable timelines for *SAIL Network* partners.
- FIE will provide a final *Summer SAIL Hour-A-Day of Literacy* component and *SAIL* afterschool program overview.

**TOTAL REVISED COST: \$100,000; Invoiced quarterly
Submitted 10-22-19**



Verges Consulting

Analysis – Evaluation - Achievement

October 12, 2019

Out of School Time Focus Groups Executive Summary

The agencies were very appreciative of being asked their thoughts and to be included in a meaningful way in the upcoming RFP process. The consensus was the process three years ago got off to a rough start but years two and three have seen overall improvements. In preparation for the new RFP, greater attention to detail in the accuracy of what is written, consistency throughout the document, and alignment with the attachments will eliminate many of the problems from the previous RFP. What concerns those in the focus groups is the recent Teen RFP appeared to have many of these same issues. The budget forms continue to not work and this requires a lot of extra work on the part of those preparing their responses.

Overall, they asked what can be done to reduce the volume of information required for each site submission. Why do we need to submit an original, three copies and a USB drive? This requires considerable time/expense for copying for each site being submitted. The responsiveness of Procurement during the bid process seems very slow and this continued with the Teen RFP (Can the responses be more timely?). Risk Review for the Certificate of Insurance is very slow and inhibits contracts from being signed and ultimately advances be processed (can this also be more timely?). Include the monitoring requirements in the RFP to avoid any miscommunication once contracts are signed.

It appears to the single site providers that preferential treatment is given to multi-site providers (seat movement between sites), and the national organizations that have exemptions from licensing. What can be done to change this perception? Can DCPS be a stronger partner with regards to staffing (teachers required in school based programs)? When determining the outcomes for summer and school year programs, make certain they are outcomes that the providers can affect and not the outcomes schools are measured on.

At the end of the report there are a number of comments outside of the RFP process that can help the KHA staff in their continuous improvement process.



Focus Groups Participation

There were four focus groups held. On Monday September 23, summer only providers; Monday September 30, single site providers and separately multi-site school based providers; Tuesday October 1, community based providers. A total of 33 individuals participated from 21 agencies which represents 62% of the total funded agencies.

Summer Only: Potter's House Christian Academy-Camp Glory; Us & Our Children; Jacksonville Science Festival; Oxford Prep; Word of Truth Camp Truth Worship Center; Sanctuary on 8th Street; North Florida Educational Institute; Joshua Christian Academy and Abyssinia Missionary Baptist Church. Fourteen people attended.

Single Site: Sanctuary on 8th Street; Cornerstone School; Don't Miss a Beat; Camp Dayspring; Carpenter's Shop; and America's Little Leaders. Seven people attended.

Multi-Site School Based: Boys & Girls Clubs of Northeast Florida; YMCA; Communities in Schools; Girl's Inc. and KIPP. Nine people attended.

Community Based: PAL and MaliVai Washington Youth Foundation. Three people attended.

What worked in the last RFP?

- We were funded.
- The contract was for a total of three years.
- 50% of summer money up front.
- Vendor fair that KHA provides.
- Receiving our money as an EFT.
- Reporting has improved in years two and three.
- Changing in year two for the audit to be due in 180 days and not 90 days.
- Changing in year two for a 10% variance to the contract.
- Units of Service and not cost reimbursement.
- Summer PQA assessment was an entire day in year one and only ½ day in year two.
- Ability to move seats between sites.
- We enjoy PQA.



What didn't work or what should be changed from the last RFP?

Organization of the RFP

- The overall process was huge, cumbersome and difficult to execute in 21 days.
- Have one checklist.
- Have a clear table of contents that does not contradict itself.
- Make sure the attachments align with the document.
- Have the document proof-read by a number of individuals before release.
- Is there a way to streamline the submission for multiple sites (does organizational profile have to be duplicated multiple times)?
- Make sure the school list is accurate.
- If you make the process simpler, it won't feel as though you are just trying to get us disqualified when we miss something minor.

Communication

- Please prevent the drama that permeated the last process.
- Ensure KHA staff fully understands all aspects of this process.
- Last process had a lot of misinformation.
- We weren't really clear as to what we should have focused on in writing Section four. Please state this clearly in the new RFP.

Budget

- Can we have the budget form in the RFP and not be required to request this from Procurement?
- Provide an original of a budget form not a scanned version of an old budget form. Please provide a budget form that can be edited and it works (the last form did not work correctly).
- Provide better explanation for line items so we know how to complete the budget correctly.
- Please clarify the rounding process in the budget explanation.
- Please eliminate the value added portion of the budget. Have all expenses in the budget to determine our Units of Service.
- We create our budgets in December for submission in early February and some of our rates (workmen's compensation, SUTA and FUTA may change). How can we amend our budget?
- Provide better training on how to develop the budget and the staff providing the training needs to be knowledgeable.
- Can we revisit partial payment for the child not attending at least two hours during school year and four hours in summer? This penalizes agencies as we must staff for full day for all children to stay in ratio.
- If you increase the requirements (AED's and Security guards) please increase the funding. We hope both of these are not included in the new RFP.



Procurement

- Can the RFP be on the street for 28 days instead of 21 days?
- Can the number of copies required be reduced?
- Can the document be a fillable PDF?
- Can the bidder's conference be held sooner?
- Can responses to questions and subsequent addendums be answered sooner? Many take up to five days and this impedes our ability to complete our responses or may change what we would/should say. In some cases a bid has already been submitted and another addendum is released.
- Is JSEB a part of the process or not?
- Be sure there is tiebreaker in the scoring process.

Risk

- Can the Professional Liability requirement be removed for summer camps?
- The Certificate of Insurance approval process takes too long and this impedes our ability to get a contract and our advance. We are told this takes 10 working days but it is always much longer.

Monitoring

- Monitoring requirements should be included in the RFP and do not make unilateral changes by staff during the three years for this contract.
- KHA should be analyzing the data as it has been done in the past.

Scoring

- How are the scorers chosen?
- Do they fully understand Out of School time?
- How can an organizational profile score vary so greatly?

Other

- Can a summer platform be created in SAMIS for summer only providers?
- Single site providers are not afforded the same opportunity to move seats as multi-site providers. We should at least be able to recoup the seats in future years if we have demonstrated that we can reach the original targeted number.
- We realize that some National Organizations can be exempt from licensing (why are they allowed to operate at a different standard). If this is to continue should we not be given bonus points for the extra work and money that is required to be licensed?
- How do a small group of summer providers receive summer youth work partnership employees and others do not know it is an option? This should be an open transparent process and not just awarded to a "chosen few".
- If Title I is a requirement, the Beaches will be left out entirely. Why not look at neighborhood distribution to ensure all of Duval County is covered?



- We recognize you will tell us the maximum amount of pages we can respond to all questions asked. Please give us guidance by section regarding the page limit or words recommended.
- Please recognize that after school programs are not an extension of school. DCPS and Charter schools have six hours to be with the children and after school providers have three hours (which includes snack, academics, enrichment and dinner).
- Why are we focusing on Service Learning when we serve young children? A meaningful program cannot happen with 5 year olds. If this is going to be required please state the ages that must be a part of Service Learning requirement.

DCPS

- Can the agreement with DCPS as it relates to Principal support be stronger? At a minimum the Principal should be required to assist in filling teacher positions. Recognizing there will always be Principal changes, the new Principal should also be supportive (often this does not happen).
- One View does not work as promised. Can this be improved?
- Getting report cards is challenging unless the program is school based.

What should the measurable outcomes be for afterschool and summer?

- For summer only there was not consensus. Some wanted a greater focus on academics and others said we need to ensure our youth are having fun without too great an emphasis on academics.
- Summer-% of gain, looking at the summer slide as it relates to I-Ready or Achieve 3000 scores. This should be measured by KHA and do not place the burden on the providers.
- Summer-could we look at the field trips and how they would enhance academic pursuits. Is there a way to measure social emotional learning gains?
- School year-regular attendance in our programs; behavioral improvements; do we provide a safe and supportive environment for our children; learning gains from those who attend regularly.

Additional questions asked at OOST Task Force Meeting 10/18/19

- DCPS background screening clearance talked 3-4 weeks. Can this time frame be improved? Why do DCPS classroom teachers need a second background screening in order to teach in their own school?
- Why are we required to hire certified teachers?
- If my proposal is rejected, how can I learn the specifics so I can improve moving forward?
- How do I get my monitoring scores from the summer of 2020 (Don't Miss a Beat)?



- What is the cash match going to be in the new RFP? Can in-kind be used in addition to cash?
- Is the new RFP going to focus on the Big Five or the Essential Services Plan or a combination of both?
- Is the prorated funding going to be used in OOST like it was in Teen/Pre Teen?

Parent focus group meetings November 4 & 5

- Overall the elementary programs are better meeting the youth needs.
- Afterschool program academic focus should better align to the school.
- Are we moving the needle on literacy with a focus on K-3? Students need remediation not tutoring.
- Middle school programs are not meeting the needs of the youth so they choose not to attend. Programs need more diversity and should be more culturally sensitive; enrichment programs should be more specialized; and provides hands on activities. Poll the 5th grade students and ask them what they would like to see offered in their middle school afterschool program.
- Drug and Alcohol and Violence Prevention programs should be offered.
- Post-secondary education should be explored not just college as the only option beyond high school.
- If you want to communicate with parents communication should also be in Spanish; use social media for parental communication; if you are going to hold a meeting also allow for a call in number.
- KHA should have a better system for return calls or alternate people to talk to when we need information. It is difficult to navigate as the system exists currently.

The following are other areas that providers discussed that are not necessarily RFP based but can be used in the continuous improvement process.

Monitoring

- Staff should be more adequately trained. There is a steep learning curve with so many new staff.
- Why did we get a new “white book” with new requirements? The new book requires a lot of copying, to be kept secured (since Personnel files are in the book) and copying insurance policies in the book is redundant. We have multiple funders that need the same information.
- What is required? It seems to be a moving target.
- Staff appears to change rules without explanation and in some cases contradicting standards.
- Please do not give us verbal requirements. Please put them in writing and preferably from a supervisor not just our Monitor.



- We have too many monitors for a single agency and they are not consistent in their monitoring.
- Monitoring should not feel like “gotcha”.
- The Quality tool scoring is too subjective.
- We should not be monitored on the first day of summer camp.
- Monitors do not know what is in the RFP and do not understand SAMIS.
- Please review our field trip schedule before coming to our site to realize that we are on a field trip. Then when given a second schedule, once again they arrived on a field trip day.
- Electronic sign out sheets be used with a direct upload into SAMIS?

Contract Administration/Contracts

- This improved tremendously from year one.
- We are not sure who to talk with to get our questions answered.
- We do not get a response or answers timely.
- Contracts are delivered to the wrong agency.
- We are often asked for the same information multiple times.

Out of School Time Task Force

- If you would like our input/participation, please do not schedule meetings at 5:00 during program time. We realize that you were wanting youth input but there were other ways to accomplish this and still allow the providers to attend.
- If we are only allowed three minutes to speak at the end, do you really want our input?
- We were not asked about suggestions for youth involvement. It would be best to have a youth that is currently in both a school based and site based program to provide current input.
- Why are the youth and the parent from the same family?

Recently released Teen RFP

- As with the OST RFP from three years ago, we saw many of the same problems. The document was not well organized, attachments didn't align and the budget document did not work. Proof readers prior to release could have eliminated much of this.
- We received a second budget form well into the process and this required us to start over with a budget. This duplicated our time spent that could have been avoided if the original budget was correct.
- We received an addendum the day the RFP was due. Why did this take so long? This too was a repeat of the OST RFP.
- No one seemed to really know how to answer the questions.
- Why was a site profile even needed? This seemed to just be a cut and paste from the OST RFP.
- The addendums in some cases were duplicates of earlier addendums.



- Requirements should have been tied to some type of National Standard not just to leave it up to each provider.

General

- Chartwell sends frozen meals and misses deliveries.
- Whoever is reviewing our pay requests should fully understand what services we provide. Some of the questions asked lead us to believe the KHA staff person doesn't understand the program.
- If a payment is rejected please tell us why.
- We are told we will receive our reimbursement in two weeks and this does not happen.
- Calls/emails are not returned. Please use out of office where appropriate.
- Conduct the vendor fair earlier.
- Training-if a minimum number is not met we understand that the training will be cancelled but the morning of is too late. This also puts us in a bind for meeting all the training requirements for staff.
- We like the KHA 101 training but include experienced providers to answer questions as well.
- Why are minutes to meetings not posted on the KHA website?

In conclusion: Providers in each group thanked KHA for making the focus groups possible. They look forward to continued dialogue.

Respectfully submitted:

Debbie

Deborah J. Verges
President