



June Finance Committee Meeting Agenda

Jun 7th, 2023 9:30am - 10:30am EDT

KHA Board Room

1. Introductions and Instructions

Tyra Tutor, Finance Committee Chair

9:30am

2. Public Comment

Public comment will be taken once at the beginning of the meeting for all items that will be voted on at the meeting. These comments should only be in reference to those action items below.

A separate public comment time will be open at the end of the meeting for any general comments to be made by the public.

3. Approval of April Minutes

 [Finance April Meeting Minutes 050923](#)

4. Committee Discussion

a. Finance Review

Jessica Pitts, Director of Finance

 [FY23 Budget to Actual 4.30.23](#)

b. Proposed Budget FY 2023-2024

Jessica Pitts, Director of Finance

 [KHA FY 24 Proposed Budget With FY 23 Comparison](#)

 [KHA FY24 Enhancements](#)

5. **New Business**

a. **Emerging Provider RFP Approval**

Debbie Verges, Special Projects

 [23-008 Emerging Providers RFP Approval](#)

b. **Sharon Darling Grant Approval**

Dae Lynn Kennedy, Assistant Director of Grants Management

 [23-009 Sharon Darling Grant Approval](#)

 [Intent to Apply Darling Fund Family Literacy](#)

 [Grant Matrix S. Darling Family Literacy](#)

6. **Next Steps and Meeting Schedule**

END
10:30am

1. Introductions and Instructions

Tyra Tutor, Finance Committee Chair

Tyra Tutor introduced herself as the Finance Committee Chair and called the April 5th meeting to order at 9:35 a.m..

Members Present: Tyra Tutor, Jenny Vipperman, Rebekah Davis and visiting board members Kevin Gay and Board Chair Dr. Marvin Wells.

2. Public Comment

Ms. Tutor stated that public comments will be taken once at the beginning of the meeting for all items that will be voted on at the meeting. These comments should only be in reference to those action items below. A separate public comment time will be open at the end of the meeting for any general comments by the public. Ms. Tutor asked if there were any public comments and there were none.

3. Approval of February Minutes

Ms. Tutor asked that the date of February 21st be added to the title information on the minutes. She then asked for a motion to approve the February 2023 minutes.

Motion: Rebekah Davis

Second: Jenny Vipperman

Approved 3-0

4. Finance Committee Discussion

a. Finance Report

Jessica Pitts, Director of Finance

Jessica Pitts began by summarizing the results of the Operating Fund report through February 28th. She outlined the original budget, actual expenditures to date and the remaining budget. She also indicated that recapture funds in the amount of \$2,062.882 have rolled over to FY23 and are now reflected in the Grants and Aids budget.

Ms. Pitts then outlined the current budgets for five grants in addition to the actual amounts expended and remaining budget amounts. These grants included Healthy Families, SAMHSA-JSOCC, SAMHSA-reCAST, Comprehensive Anti-gang Youth Program, and Criminal Justice Reinvestment.

5. New Business

a. Sole Source Contracts Approval (Early Learning and Special Needs)

Kenneth Darity, Chief Programs Officer

Mr. Darity requested that the Board approve new Single Source contracts for the Business Leadership Institute for Learning, Inc., the Jacksonville Public Education Fund and the Allison Brundick Haramis Foundation dba Angels for Allison. The effective date for these contracts is August 1, 2023 - May 31, 2024, and the total amount of funding is \$355,000.00.

Tyra Tutor asked for a motion to approve the Sole Source contracts.

Motion: Jenny Vipperman

Second: Rebekah Davis

Approved 3-0

b. Contract Exemptions (Early Learning, Out of School Time, Juvenile Justice and Special Needs)

Mr. Darity asked the Board to approve new contracts based on Procurement contract exemptions. These contracts are for the Early Learning Coalition of Duval, Inc., Lutheran Services Florida, Inc., Boys and Girls Clubs of Northeast Florida, Inc., The District Board of Trustees of Florida State College of Jacksonville and Hope Street, Inc.. The effective date for these 1st year contracts is fiscal year 2023-2024 and the total funding amount is \$3,705.209.

Tyra Tutor asked for a motion to approve the Contract exemptions.

Motion: Rebekah Davis

Second: Jenny Vipperman

Approved 3-0

c. Single Source Contracts - (Preteen/Teen)

Mr. Darity asked the Board to approve Procurement Single Source contracts for Goodwill Industries of North Florida, Inc.'s MYLAC and Take Stock in Children programs. The effective date for these programs is August 1, 2023 - May 31, 2024 and the approximate funding amount is \$170,000.00 for the first year and \$204,000.00 for subsequent years.

Tyra Tutor asked for a motion to approve the Single Source contracts for Goodwill.

Motion: Jenny Vipperman

Second: Rebekah Davis

Approved 3-0

d. SAMHSA Grant Approval (Special Needs)

Dae Lynn Kennedy, Assistant Director of Research and Grants

Dae Lynn Kennedy requested approval of the application for the Substance Abuse and Mental Health Services Administration (SAMHSA) grant for fiscal year 2023. The grant application was due on March 21st and the funding amount is \$4,000,000.00 over a four year period. KHA is providing \$75,000 in cash match and \$88,811 as an in kind match for office space.

Tyra Tutor asked for a motion to approve the SAMHSA grant.

Motion: Rebekah Davis

Second: Jenny Vipperman

Approved 3-0

6. Public Comment

Tyra Tutor asked if there were any public comments. Mr. Leon Baxton, the CEO of Communities in Schools, thanked KHA for funding high school students as a part of their workforce development efforts. He also thanked City Council President Terrence Freeman for hosting high school students at a recent tour of City Hall. Mr. Baxton then commended KHA for the success of Family Reading Day and how much of an impression this event made on over 400 families.

7. Next Steps and Meeting Schedule

Ms. Tutor asked about tentative dates for future meetings and Mr. Weinstein indicated that prospective dates would be sent after the April 12th Board Meeting for everyone's input. The meeting was adjourned, by Tyra Tutor, at 10:17 a.m..

KIDS HOPE ALLIANCE
Operating Fund - With Year End Projections
April 30, 2023

| | Original Budget | Current Budget | Actual Year to Date | Remaining Budget | Full Year Projection | Budget Variance | |
|---|-----------------------|-----------------------|------------------------|------------------------|-------------------------|--------------------|---|
| REVENUES: | | | | | | | |
| Earnings on Investment | \$ 139,889 | \$ 139,889 | \$ 263,545 | \$ - | \$ 139,889 | \$ - | |
| Miscellaneous | - | - | - | - | - | \$ - | |
| Transfer from Fund Balance | - | - | - | - | - | \$ - | |
| Contributions from General Fund | 44,601,284 | 45,001,284 | 33,850,963 | (11,150,321) | 45,001,284 | \$ - | |
| Total Revenues | \$ 44,741,173 | \$ 45,141,173 | \$ 34,114,508 | \$ (11,150,321) | \$ 45,141,173 | \$ - | |
| EXPENDITURES: | | | | | | | |
| Salaries and Benefits | \$ 4,676,664 | \$ 4,668,664 | \$ 2,403,753 | \$ 2,264,911 | \$ 4,478,715 | \$ 189,949 | A |
| Other Operating Expenses | 934,916 | 942,916 | 484,834 | 458,082 | \$ 877,715 | \$ 65,201 | B |
| Internal Service Charges | 917,091 | 917,091 | 419,936 | 497,155 | \$ 802,057 | \$ 115,034 | |
| Capital Outlay | 2,041 | 2,040 | 2,039 | 1 | \$ 2,039 | \$ 1 | |
| Grants and Aids | 45,954,192 | 45,186,652 | 17,864,414 | 27,322,238 | \$ 45,186,652 | \$ - | C |
| Transfers | 941,892 | 2,109,432 | 1,762,395 | 347,037 | \$ 2,109,432 | \$ - | |
| Total Expenditures | \$ 53,426,796 | \$ 53,826,796 | \$ 22,937,371 | \$ 30,889,424 | \$ 53,456,610 | \$ 370,185 | |
| Total Revenues Less Expenditures | \$ (8,685,623) | \$ (8,685,623) | \$ 11,177,137 | \$ 19,739,103 | \$ (8,315,437) | \$ 370,185 | |
| Carryover - Prior Year Encumbrances | | 8,685,623 | | | | | |
| Budget Difference | | (0) | | | | | |

A & B- Decrease to Salaries & Benefits and an increase to Other Operating Expenses to support staff travel expenses.
C- Approximately \$18 million is encumbered under Grants and Aids

| | | | | | |
|---|--|------------------------|---------------|---|----|
| Kids Hope Alliance | | | | | |
| FY 24 Requested Budget | | | | | |
| Fund 10901 | | | | | |
| Updated: 05/31/2023 | | | | | |
| | | Budget FY 22-23 | Change | Proposed Requested Budget FY 23-24 | |
| 36203 | Rental of City Facilities | - | - | - | |
| SALARIES AND BENEFITS: | | | | | |
| | | 4,676,664.00 | (324,591.00) | 4,352,073.00 | A. |
| PROFESSIONAL & CONTRACTUAL SERVICES: | | | | | |
| 03109 | Professional Services | 380,718.00 | (5,387.00) | 375,331.00 | B. |
| 03110A | Background Checks/DR | - | - | - | |
| 03410 | Contractual Services | - | - | - | |
| 03424 | Training Workshops | - | - | - | |
| TRAVEL AND PER DIEM: | | | | | |
| 04002 | Travel Expenses (Out of County) | 15,149.00 | - | 15,149.00 | |
| 04021 | Local Mileage & Parking & Tolls | 8,000.00 | (5,200.00) | 2,800.00 | C. |
| 04028 | Parking and Tolls | - | - | - | |
| INTERNAL SERVICE CHARGES | | | | | |
| | | 917,091.00 | - | 917,091.00 | |
| INSURANCE: | | | | | |
| 04502 | General Liability Insurance | 17,486.00 | - | 17,486.00 | |
| 04504 | Miscellaneous Insurance | 26,508.00 | - | 26,508.00 | |
| RENTAL AND LEASES: | | | | | |
| 04401 | Rentals & Other Rent | 1.00 | - | 1.00 | |
| 04499 | Rentals (Land & Buildings) | - | - | - | |
| OTHER OPERATING EXPENSES & SUPPLIES | | | | | |
| 04603 | Repairs and Maintenance | 2,000.00 | - | 2,000.00 | |
| 04662 | Hardware/Software Maintenance or Licensing Agreement | 72,721.00 | 16,918.00 | 89,639.00 | D. |
| 04721 | Printing and Binding | - | - | - | |
| 04801 | Advertising and Promotion | 29,714.00 | (3,000.00) | 26,714.00 | E. |
| 04938 | Miscellaneous Services and Charges | 650.00 | - | 650.00 | |
| 04950 | Stipends | - | - | - | |
| 04101 | Postage | 200.00 | - | 200.00 | |
| 05101 | Office Supplies | 12,623.00 | 425.00 | 13,048.00 | F. |
| 05206 | Food | 3,000.00 | - | 3,000.00 | |
| 05208 | Equipment under \$1,000 | - | - | - | |
| 05216 | Other Operating Supplies | 30,752.00 | (2,752.00) | 28,000.00 | G. |
| 05229 | Software. Computer Items Under \$1,000 | - | - | - | |
| 05401 | Employee Training | 23,172.00 | (4,172.00) | 19,000.00 | H. |
| 05402 | Dues, Subscriptions | 57,070.00 | 3,168.00 | 60,238.00 | I. |
| 06424 | Office Furniture & Equip Including Fax | 1.00 | - | 1.00 | |
| 06427 | Computer Equipment | 1.00 | - | 1.00 | |
| AIDS TO PRIVATE ORGANIZATIONS: | | | | | |
| 08201 | Subsidies & Contributions Out of School | 17,240,848.00 | 1,934,423.15 | 19,175,271.15 | J. |
| 08201 | Subsidies & Contributions Juvenile Justice | 2,800,907.00 | 314,261.77 | 3,115,168.77 | J. |
| 08201 | Subsidies & Contributions Early Learning | 6,137,626.00 | 688,641.64 | 6,826,267.64 | J. |
| 08201 | Subsidies & Contributions PreTeen/Teen | 4,955,540.00 | 556,011.59 | 5,511,551.59 | J. |
| 08201 | Subsidies & Contributions Special Needs | 6,748,107.00 | 757,137.61 | 7,505,244.61 | J. |
| 08201 | Subsidies & Contributions Grief Counseling & Burials | 42,732.00 | 4,794.53 | 47,526.53 | J. |
| 08201 | Youth Travel Trust Fund | 50,000.00 | - | 50,000.00 | |
| 08201 | Mini Grants | 428,000.00 | - | 428,000.00 | |
| | Jacksonville Upward Mobility Special Revenue Fund | 100,000.00 | 350,850.00 | 450,850.00 | K. |

| DEBT SERVICE & OTHER TRANSFERS | | | | | |
|---|---|----------------------|---------------------|----------------------|----|
| 09101I | Debt Service - Interest | 185,892.00 | | 185,892.00 | L. |
| 09101P | Debt Service - Principle | 278,000.00 | | 278,000.00 | L. |
| | | | | | |
| | Total City Funding | 45,241,173.00 | 4,281,529.27 | 49,522,702.27 | |
| | | | | | |
| | Notes | | | | |
| A. | Budget office updates the amounts for payroll and benefits | | | | |
| B. | Decreased budget based on changes in FY23/24 contract rates | | | | |
| C. | Decreased budget based on actual expenditures to date. Mileage line is under utilized | | | | |
| D. | Increased budget based on quotes provided by vendors for license agreements | | | | |
| E. | Decrease budget based on anticipated expenditures for FY24. | | | | |
| F. | Increased budget due to increased prices for office supplies | | | | |
| G. | Decrease to budget based on actual expenditures to date. | | | | |
| H. | Decrease to budget based on actual expenditures to date. | | | | |
| I. | Increased budget based on quotes provided by vendors | | | | |
| J. | Increase in all Essential Services categories: OST, JJ, EL, PTT, SN, Grief in order to continue current level program funding. | | | | |
| K. | This figure was recently confirmed by Economic Development and was not available when budget was submitted in April. Amount could change based on what's carried over from FY23 | | | | |
| L. | Data not loaded by the Budget dept at this time | | | | |

ENHANCEMENT REQUESTS

Department:

0 0 3,015,000

| Cloud (subfund-center-project-activity-interfund-future) | Account | FTE | Part Time Hrs | Budget Request | Dept Rank(*) | Justification / Description | Notes |
|--|--|-----|---------------|----------------|--------------|---|--------|
| 10901.181001.000000.00000459.000000.00000000 | 582001-Subsidies & Contributions Special Needs | | | 1,500,000 | 1 | Case Management Services Partnership: This is a holistic initiative that will take a unique, three-part approach to serving students through mentoring, family support, and academic enrichment. The critical parent engagement component of the program provides support for families to help them to become more active partners in the learning process. | Annual |
| 10901.181001.000000.00000455.000000.00000000 | 582001-Subsidies & Contributions Out of School | | | 1,287,000 | 2 | Afterschool & Summer Programming at 3 additional Parks & Recs Sites: Clanzel Brown (formerly Senior Center), Windy Hill & Russell B. Cook. This funding will allow for 140 children and youth to receive afterschool for the entire school year and 120 children and youth to receive summer programming for the full eight-week summer. | Annual |
| 10904.181314.000000.00001619.000000.00000000 | 582001-Subsidies & Contributions Out of School | | | 228,000 | 3 | Funding for small providers. | Annual |

* Rank enhancements from highest to lowest with 1 being the highest or most important

BOARD ACTION ITEM: **REQUEST FOR PROPOSAL:
CAPACITY BUILDING: EMERGING PROVIDER
ACADEMY**

CATEGORY: **EARLY LEARNING, SPECIAL NEEDS, JUVENILE
JUSTICE, OUT OF SCHOOL TIME, PRE-TEEN/TEEN**

FINANCE MEETING: **JUNE 7, 2023**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**
FROM: **MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of the following Request for Proposal (RFP) with the minimum qualifications, scope of services, evaluation criteria and performance metrics in the form presented to the Board with such minor changes as deemed appropriate by KHA staff, the office of General Counsel and the City of Jacksonville’s Procurement department:
 - o Capacity Building: Emerging Provider Academy

This RFP is being released in tandem with the Office of Grants and Contracts Compliance.

- 2) Authorize the CEO of Kids Hope Alliance to execute contracts with the selected bidder (s) under the RFP as awarded in accordance with the City of Jacksonville’s Procurement Code.

NARRATIVE:

Successful applicants under this RFP will provide programming in any essential service category. The initial term of contracts awarded under the RFP will be September 1, 2023, through May 31, 2024, with options to renew for three additional full one-year terms, at the discretion of KHA.

FISCAL IMPACT:

Funding is made available through the KHA Trust Fund as follows: Year One: Up to \$200,000, Year Two: Up to \$280,000, Year Three: Up to \$400,000 and Year Four – Up to \$520,000.

OPTIONS:

- o Vote to approve action items.
 - o Decline to approve action items.
 - o Vote to approve action items with amendments. If checked, the following amendment to the item is approved:
-
-

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

BOARD MEETING: JUNE 8, 2023

BOARD ACTION ITEM: **GRANT APPLICATION: THE SHARON DARLING INNOVATION FUND (SDIF) FAMILY LEARNING SYSTEM CHALLENGE AT THE NATIONAL CENTER FOR FAMILIES LEARNING (NCFL)**

CATEGORY: **EARLY LEARNING**

FINANCE MEETING: **JUNE 7, 2023**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**
FROM: **MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the application for The Sharon Darling Innovation Fund (SDIF) Family learning System Challenge at the National Center for Families Learning (NCFL) grant.

- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

NARRATIVE:

The purpose of this grant funding is to develop and implement innovative programs, products, processes, or strategies aimed at significantly improving family literacy, engagement and leadership. The goals of this grant are to support the development of strong, positive relationships between families, schools or community organizations and to provide families with the resources and support they need to participate in literacy and learning activities. Additional goals include improving learning outcomes for children and adults, such as literacy and language skills, which lead to equitable and thriving communities.

Goals and Objectives of the Grant:

- Increase access and quality of educational opportunities for their families.
- Increase the number of families participating in literacy and learning activities.
- Improve the learning outcomes for children and their parents.
- Enhance and increase positive interactions between parenting adults and their children.
- Develop the leadership skills of parenting adults and caregivers.
- Support and promote the development of strong, positive relationships and engagement between families and schools or communities.

This grant proposes activities to support Celebrate Reading Week in Spring 2024, including a Science, Technology, Engineering and Math (STEM) Make and Take-Home Family Toolkit for Pre-K – 3rd grade youth and their families. The toolkit was developed by the University of North Florida’s College of Education and Human Services.

This grant will be in collaboration with ReadJax, Jacksonville Public Education Fund, Jacksonville Public Library, University of North Florida’s College of Education and Human Services, and other community providers. Six hundred youth and families will be served.

The grant application was due May 1, 2023, prior to the board meeting and was submitted. If the vote is to decline the submission, the application will be withdrawn from funding consideration.

FISCAL IMPACT:

The grant is for \$30,000.00 over an eighteen month period. In-kind or cash match is encouraged. KHA is providing \$10,000 in cash match for Celebrate Reading Week activities.

OPTIONS:

- Vote to approve action items.
- Decline to approve action items.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

BOARD MEETING: JUNE 8, 2023



MEMORANDUM

TO: Michael Weinstein, Chief Executive Officer
Kenneth Darity, Chief Programs Officer

FROM: Dae Lynn Kennedy, Assistant Director, Research and Grants
Eric McClure, Director of Grants Management

SUBJECT: Intent to Apply for Grant: The Sharon Darling Innovation Fund (SDIF)
Family learning System Challenge at the National Center for Families Learning (NCFL)

DATE: April 26, 2023

Board of Directors

- Dr. Marvin Wells
Chair
- Tyra Tutor
Vice Chair & Treasurer
- Rose Conry
Secretary
- Rebekah Davis
- Kevin Gay
- Marsha Oliver
- Jenny Vipperman

Board Liaisons

- Duval County Public Schools
- Jacksonville City Council
- Jacksonville Sheriff's Office
- Public Defender's Office
- State Attorney's Office

Executive Staff

- Mike Weinstein, J.D.
Chief Executive Officer
- Saralyn Grass, Ed.D.
Chief Administrative Officer
- Kenneth Darity
Chief Programs Officer

The Research and Grants Department of Kids Hope Alliance (KHA) respectfully request Senior Leadership to review the recommendation as provided on the attached Grant Matrix. The attached Grant Matrix provides an overview of the minimum requirements of the prospective grant and KHA obligations if an application is submitted.

Upon review of the attached Grant Matrix, Senior Leadership recommends the following:

- Submit a grant application on behalf of KHA
- Further information is requested, schedule a follow up meeting
- Do not submit a grant application on behalf of KHA for the following reason(s):

The following documentation is accompanying this memo:

Exhibit 1: Completed Grant Matrix

Cc: Dr. Saralyn Grass

Attachment A

Funding Opportunity Name: The Sharon Darling Innovation Fund (SDIF) Family Learning System

Challenge at the National Center for Families Learning (NCFL) Date: 4/26/2023

Deadline(s): 5/1/23 Size of Award: \$30,000 per year for 1.5 years

Required Match Needed? Y If yes, amount and funding Index Code _____ In-kind _____

Enhancement Funding Needed? N If yes, amount and funding Index Code _____

| Prioritized Checklist for Reviewing a Grant Application | | | | |
|---|---|---------|----|--------|
| Category | Assessment Question | Yes | No | Unsure |
| Purpose | Is there a close match between KHA's mission and experience and the funding agency's purpose for providing this grant? | X | | |
| | Is the grant consistent with KHA's Essential Services Plan? | X | | |
| Eligibility | Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville's Ordinance Code? | X | | |
| | | X | | |
| Competing Community Partners | Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA? | | X | |
| Deadline | Is the time between now and the deadline sufficient for KHA to prepare the grant proposal? | X | | |
| Funding Amount/ ROI | Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)? | X | | |
| | Is the grant award adequate for the investment? | X | | |
| Matching Requirements | Can KHA meet any matching funds requirement? | X | | |
| | May in-kind contributions count toward the match? | X | | |
| Number of Awards | Is the number of anticipated awards high enough that KHA is likely to be competitive? | | | X |
| Partnering Requirements | Does KHA have time to establish relationships, do we have existing relationships with required partners or are we members of an eligible coalition? | X | | |
| Level of Staffing Available | Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency? | X | | |
| | If not, does the grant provide funding for additional resources? | | | |
| Regularity of Competition | Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now? | | | X |
| Technical Assistance | Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply? | | X | |
| Prior Experience | Will a new applicant receive as many points as applicants with previous grants or prior experience? | | | X |
| Priority/Bonus Points | Can we meet any required or optional competitive preference priorities or otherwise earn bonus points? | | X | |
| Agencies/Providers | Are there any other agencies/ providers currently offering these services? | X | | |
| Youth Served | How many children and/or youth will be served? | 400-600 | | |

Decision to Write This Proposal: x Yes, pursue _____ No, do not Pursue

Notes: _____

Approved by: Mike Weinstein Date: May 30, 2023