



KIDS HOPE ALLIANCE

The Jacksonville Partnership
for Children, Youth & Families

GOVERNANCE AND PROGRAMS COMMITTEE

MEETING AGENDA

Monday, June 8th, 2020

1:30 PM - 3:00 PM

Zoom Meeting:

<https://zoom.us/j/91909437921>

Dial-in: (646) 558-8656; Meeting ID: 91909437921

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1. CALL TO ORDER AND INSTRUCTIONS	Dr. Barbara Darby	
2. APPROVAL OF THE MINUTES	Dr. Barbara Darby	02
3. NEW BUSINESS:		
Action Items: <i>(open for public comments prior to vote)</i>		
• Angels for Allison Contract Increase (Special Needs)	Mary Nash	05
• Healthy Families Contract with the Ounce of Prevention Fund of Florida for 20/21 (Special Needs)	Mary Nash	07
• Small Provider Criteria	Travis Williams	08
• Diversion RFP (Juvenile Justice)	Katoia Wilkins	10
4. GOVERNANCE WORKPLAN	Dr. Barbara Darby	12
5. DISCUSSION:		
• Small Provider Academy Pilot	Travis Williams	14
• Results Based Accountability Follow-up	Dr. Saralyn Grass/ Rodger Belcher	
6. PUBLIC COMMENTS		
7. NEXT STEPS & MEETING SCHEDULE	Dr. Barbara Darby	
8. ADJOURN		



**GOVERNANCE & PROGRAM COMMITTEE
MEETING SUMMARY
March 2, 2020
1:00 PM – 2:30 PM**

Voting Board Attendees:

Dr. Barbara Darby, Committee Chair
Rebekah Davis
Kevin Gay

Staff:

Mike Weinstein, Travis Williams, Cory Armstrong, Delores Williams, Joyce Watson, Saralyn Grass, April Hart, Katoia Wilkins, John Everett, Kenneth Darity, Lenora Wilson, Tia Keitt, Tyrica Young, Dae Lynn Helm,

COJ Staff:

Julia Davis, Office of General Counsel

Guests:

Leon Baxton, Communities in Schools; Stanley Scott, Faith McGowan; YMCA, Rosette Poole, Oxford Prep; Judith Cooke, Northwest Behavioral Health

Call to Order

The Governance & Programs Committee meeting was called to order at 1:04 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today and introduced Mike Weinstein, acting CEO to Kids Hope Alliance. Dr. Darby asked Kevin Gay, KHA Board chair, if he had anything he would like to say. Mr. Gay thanked Mr. Weinstein for returning. Dr. Darby gave instructions for evacuation in case of an emergency. Dr. Darby asked for approval of the minutes from February 3, 2020 Governance and Program Committee meeting. Rebekah Davis made the motion and Mr. Gay seconded it. Dr. Darby invited public comments. With none being heard, the motion to approve the minutes was passed.

Action Items

Kenneth Darity introduced an Amendment to the Summer Camp Continuation Funding.

The Committee is asked to amend the February 19, 2020 summer camp continuation funding action item to reduction of weeks provided by Summer Sail site from seven weeks to six weeks, include the YMCA summer programs at Windy Hill Elementary, Jacksonville Heights Elementary and Ramona Boulevard Elementary and authorize the CEO to work with City Counsel to amend legislation to accomplish the intent of this action. Dr. Darby asked for a motion to approve the request. Mr. Gay made the motion and Rebekah Davis seconded it. Dr. Darby opened the floor for discussion. The Committee asked how the programs are being funded and staff providing a in-depth review of the programs we fund.

With no other discussions being heard, Dr. Darby asked all in favor to signify by the sign of "aye". All were in favor and the motion was passed.



Ruth Water introduced I'm A Star Contract Extension. The Committee is asked to authorize the extension to allow the agency time to spend down the funds. The original contract ends on March 31, 2020 and if approved the extension will give them until June 30, 2020. Rebekah Davis made the motion and Kevin Gay seconded it. The floor was opened for discussion and public comments. Donna Orender asked what the metrics for this program are and how can KHA help the provider meet the guideline of their contract period. Dr. Darby asked about being able to provide data when contracts end, left over funds and the end date for all KHA contract. Dr. Darby stressed to staff the importance of knowing the contract period that they manage from beginning date to the end date. Mrs. Burney, CEO of I'm A STAR Foundation spoke about her program and the need for the request to extend. Mrs. Burney said she did not spend all the money up front as there was still a lot of work to do on the back in once she had staff in the schools to ensure that the students received the most out of the program. She did not want to leave before the school year was over since the program seems to be making a difference. Mrs. Burney provided data to the board to reflect the success of her program. Dr. Darby talked about target goals and that staff should be making sure that providers are doing what they said they would do in their contracts. Mr. Gay asked about redeploying dollars and being able to fund successful programs that are one time only. The Committee talked about being able to provide data to help articulate the needs of the community when it comes to asking for a bigger budget. Without proper data the Committee will not be able show that the programs we fund are being successful. With none being heard, Dr. Darby asked all in favor to signify by the sign of "aye". All were in favor and the motion was passed.

Discussion items

Katoia Wilkins said the Diversion Task Force Committee had monthly meetings to discuss the transition of the program from the State Attorney's office to Kids hope Alliance and worked to put this draft together. Ms. Wilkins talked about funding and the timeline for the release of the RFP. Dr. Darby asked what the time period for this contract and the funding amount of this contract. Discussion continued around funding contract budgets and contract periods. Mr. Weinstein says he will work with staff to figure all of that out. Mrs. Wilkins say there is no rush to release this RFP and would like more time to make sure everything has firmed up as to not delay the process. Dr. Darby asked how the Committee has been involved and provided input, when does the agencies have to provide proof of the cultural competency, and are the focal areas of literacy, career training and readiness added to the RFP.

Mary Nash went over the Healthy Families RFP. Ms. Nash said they used the format from the last Healthy Families RFP and a basis. The content provided by the State will not change, it will be included in the RFP. Some of the pages have been consolidated to cut down on the application size. They have reorganized the RFP to make it more consistent and to be more competitive salary wise. The timeline for the release and awarding of the contract is by July 1st. Dr. Darby asked about the efficacy study that was to be provided by NLP Logic. Ms. Nash says they will present at the Board meeting. Mrs. Orender talked about not continuing to fund agencies when there is no clear idea if they are making progress. Mrs. Orender asked about NLP Logic and what have we contracted them to do and how much have they done thus far.

LaRaya Strong gave an overview of the Accreditation process and how much it will cost KHA to become accredited. Ms. Strong says we should wait until we our Senior Leadership in place as they will be heavily involved in the process. At this time, it is not beneficial for KHA to apply.

Travis Williams gave an overview on Small Providers Pilot Academy. Mr. Williams has received a lot of feedback from the monthly KHA 101 information and question sessions. Mr. Williams has been working with staff, non- profit centers and the community to determine the need in the community and how KHA can help the smaller agencies. The target date to start the academy is in May of 2020 and marketing will start in March. Other items discussed were



1. The definition of a small provider
2. Staff capacity
3. Number of youths served
4. Number of sessions being offered
5. No guaranteed funding just for attending.
6. Participant support cost
7. Mini Grant Trust Fund

Dr. Grass went over Programs/Legislative Updates. Staff is working on Board policies and procedures. The Governance workplan has been updated to reflect the start and/or completion of the items listed.

Public Comments

None

Adjourn

The meeting was adjourned at 2:40 p.m.

DRAFT

BOARD ACTION ITEM: ANGELS FOR ALLISON – BURIAL ASSISTANCE

ESSENTIAL SERVICES CATEGORY: SPECIAL NEEDS

GOVERNANCE MEETING: JUNE 8, 2020

FINANCE MEETING: JUNE 10, 2020

BOARD MEETING: JUNE 17, 2020

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MIKE WEINSTEIN, ACTING CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

- 1) Approve an increase in funding to assist with burial costs for the remainder of 2020.

<i>AGENCY</i>	<i>PROGRAM</i>	<i>ORIGINAL FUNDING</i>	<i>INCREASED FUNDING</i>	<i>REVISED TOTAL FOR 2019/2020</i>
ANGELS FOR ALLISON	BURIAL ASSISTANCE	\$21,366.00	\$21,366.00	\$42,732.00

NARRATIVE:

Research has shown that the death of a child is one of the most extreme traumas a person can experience in life. Compounding on the trauma of loss, many families do not have the financial means to pay for funeral services and burial costs. Indigent burial services do exist in the community. However, these services often do not allow for the family to choose a burial that they feel honors their beliefs, culture and most of all, their child’s life. Through a partnership with Angels for Allison, KHA is able to assist with payment for burial costs in the event that a child or youth is deceased and the family does not have other means through which to provide a burial for their child.

The costs per burial are capped at \$2,500.00 and costs are typically kept low through Angels for Allison’s partnerships in the community. These funds will be procured as a single source informal procurement award and dispersed on receipt of invoices for the burial funds through a purchase order with Angels for Allison. Angels for Allison is the only justifiable source for the award of these funds due to its unique partnerships with hospitals and other partners to identify families in financial need who have experienced the devastating loss of a child. The competitive bidding requirements of Chapter 77 do not apply as these funds are not being used for children’s services.

FISCAL IMPACT:

Angels for Allison will receive additional funding availability in the amount of \$21,366.00, bringing the total funding for this agency to \$41,366.00 to date. [The additional \\$21,366 will come from Summer Jobs Programs/Preteen and Teen Essential Services Category.](#)

GOVERNANCE/PROGRAM IMPACT:

This action requires board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM: HEALTHY FAMILIES JACKSONVILLE CONTRACT WITH THE OUNCE OF PREVENTION FUND OF FLORIDA FOR 2020/2021

ESSENTIAL SERVICE CATEGORY: SPECIAL NEEDS
GOVERNANCE MEETING: JUNE 8, 2020
FINANCE MEETING: JUNE 10, 2020
BOARD MEETING: JUNE 17, 2020

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

REQUESTED ACTION:

- 1) Approve a new contract between the Ounce of Prevention Fund of Florida and the Kids Hope Alliance, authorizing the receipt of grant funding in the amount of \$1,094,500.00 and the continuation of the Healthy Families program contract for the 2020/2021 year.
- 2) Approve a match of \$940,500.00 from KHA's 2020/2021 Budget as a local contribution to the Healthy Families Jacksonville program.
- 3) Authorize the CEO to execute a contract with the Ounce of Prevention Fund on behalf of the Kids Hope Alliance in a form consistent with this approval and reviewed by the Office of General Counsel.

NARRATIVE:

- Healthy Families is an evidenced based, voluntary home visiting program that is proven to prevent child abuse/neglect and improve outcomes for Florida's highest risk families.
- The Healthy Families Jacksonville contract, through the Ounce of Prevention Fund of Florida, and KHA's match, provides funding in the amount of \$2,035,000.00 to operate the Healthy Families Jacksonville program.
- KHA Staff expects that the contract will remain unchanged from the previous year.

FISCAL IMPACT:

KHA will receive \$1,094,500 in grant funds and \$940,500.00 will be appropriated as a match for the Healthy Families Jacksonville program from KHA's 2020/2021 budget contingent approval of the budget by city council.

GOVERNANCE/PROGRAM IMPACT:

This action requires board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM: KHA ORDINANCE SMALL PROVIDER CRITERIA

ESSENTIAL SERVICE CATEGORY: N/A
GOVERNANCE MEETING: JUNE 8, 2020
FINANCE MEETING: JUNE 10, 2020
BOARD MEETING: JUNE 17, 2020

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

REQUESTED ACTION:

The Board is asked to authorize the establishment of the following Small Provider Criteria:

1. To be considered a “Small Provider”, a provider of children’s services must:
 - a. Be a non-profit entity registered and in good standing with the Florida Secretary of State, and have been registered with the Florida Secretary of State for a minimum of 1 year
 - b. Have an annual operating budget of \$250,000 or less based upon the organization’s financial statements (or other information) for its most recently completed fiscal year
 - c. Have a minimum of 1 full or part-time employee, with a maximum of 15 full or part-time employees
 - d. Serve a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers.
 - e. Not currently be receiving funds through a KHA contract that is not specifically designed for Small Providers

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

NARRATIVE:

KHA Staff is seeking board approval for further defining the criteria for Small Providers, based upon expectations set in our Ordinance. These criteria will help in the efforts being set forth by staff to develop programming to build capacity of Small Providers.

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

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

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

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

KHA Ordinance, Sec. 77.111(b)

Contracts; contract administration; carryover.

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

FISCAL IMPACT:

No fiscal impact

GOVERNANCE/PROGRAM IMPACT:

This action requires board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM: JUVENILE JUSTICE DIVERSION REQUEST FOR PROPOSALS

ESSENTIAL SERVICE CATEGORY: JUVENILE JUSTICE

GOVERNANCE MEETING: JUNE 8, 2020

FINANCE MEETING: JUNE 10, 2020

BOARD MEETING: JUNE 17, 2020

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 a Request for Proposals (RFP) for Juvenile Justice Diversion with the minimum qualifications, the scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel.
- 2) Authorize the CEO of Kids Hope Alliance to execute a contract with the most highly evaluated 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 innovative and effective programming that focus on a comprehensive systemic framework for a diversion system of care that will utilize evidence-based practices for eligible youth diverted from formal prosecution. \$500,000.00 of the funds were appropriated in KHA's 2019-2020 budget. The remaining funds in the amount of \$500,000.00 are subject to appropriation in KHA's 2020-2021 Annual Budget Ordinance. KHA seeks to fund a diversionary program that:

- a. Reduces deep-end involvement in the juvenile justice system by providing prescribed services to divert juvenile offenders from the delinquency system and reduce recidivism.
- b. Will incorporate accountability activities, counseling/therapeutic services, family support services, and youth development activities that strengthen protective factors and reduce risk factors that lead to delinquent and maladaptive behavior.
- c. Ensure greater access to diversion services county-wide so that eligible youth are served in the timeliest and most appropriate manner in order to reduce barriers the family may have in accessing services.
- d. Reduces disproportionate minority representation of youth by ensuring equitable access to effective culturally competent programming.

FISCAL IMPACT:

\$1,000,000.00 in funding is being made available for the Juvenile Justice Diversion RFP.

GOVERNANCE/PROGRAM IMPACT:

This action requires board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

Governance Work Plan Items 19/20

- Procurement Process
 - Discussed and reviewed at December 2019 Board meeting
- Community Building with Partner Agencies/Provider Relationships
 - Assigned to Travis Williams for tentative July 2020 Governance/Programs committee meeting
- Accreditation
 - Presentation by LaRaya Strong at March 2020 Governance/Programs committee meeting
- Small Providers Protocol
 - Presentation by Travis Williams at March 2020 Governance/Programs committee meeting
- Legislative Review of Kids Hope Alliance Ordinance:
 - Review Kids Hope Alliance Ordinance, Ch. 77
 - Create recommendation of legislative changes, including Youth Travel Trust Fund
 - Presentation by John Everett on Youth Travel Trust fund at March 2020 Governance/Programs committee meeting
 - Assigned to Cory Armstrong for tentative July/August 2020 presentation at Governance/Programs committee meeting

- Review of old Jacksonville Children’s Commission Board Policies:
 - Review Jacksonville Children’s Commission Board Policies
 - Recommendation of New Kids Hope Alliance Board Policies & Procedures
 - Assigned to Joyce Watson for tentative July/August 2020 presentation at Governance/Programs committee meeting

Kids Hope Alliance (KHA) Small Provider Pilot Academy

PURPOSE OF SMALL PROVIDER ACADEMY PILOT

This academy shall be provided as an investment into the community of Jacksonville and serve the sole purpose of **building capacity** among small providers, serving the at-home children, youth, and families of Jacksonville.

It will also serve as part of the application process, for those seeking funding through KHA's mini grants.

Our goals are to:

1. Equip small providers with tools to improve their organization
2. Educate on government funding and procedures
3. Provide ongoing coaching and guidance
4. Build shared expectations and accountability to ensure RFP results and deliverables are met

ELIGIBILITY

Any nonprofit is eligible to apply for the 2020 Small Provider Academy if it:

1. Have an annual operating budget of \$250,000 or less based upon the organization's financial statements (or other information) for its most recently completed fiscal year
2. Have a minimum of 1 full or part-time employee, with a maximum of 15 full or part-time employees
3. Serve a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers
4. Not currently be receiving funds through a KHA contract that is not specifically designed for Small Providers
5. Be a non-profit entity, in good standing, registered with the Florida Secretary of State, in existence for a minimum of 1 year
6. Primary audience of service is at-home children, youth, and families in Duval County

ACADEMY PHASES

The Small Provider Academy will be broken into 2 Phases. Phase 1 will be open to all nonprofit organizations, who meet the minimum application requirements. General topics to build organizational capacity, will be covered in this phase.

Phase 2 will include the awardees selected from the Mini Grants RFP process. It will last throughout the contract period.

Surveys will be given to the participants, before and after each phase, to gauge expectations, ensure relevance of content and receive feedback on the experience.

PHASE 1

Organizations will apply to be apart of 3 virtual learning sessions conducted by KHA, in partnership with the Nonprofit Center of Northeast Florida. These sessions will be open to all organizations that meet the minimum application requirements.

Organizations will receive a certificate of completion, upon successful completion of Phase 1. Successful completion being 100% attendance for the organization for all 3 sessions. Each organization, with successful completion of all 3 courses, is then **eligible to apply** for the Mini-Grant RFP in the Fall of 2020.

Sessions

1. Topic – Nonprofits 101 - hosted by Nonprofit Center
2. Topic- Government Funding – Led by KHA and Nonprofit Center
 - a. Terms to know, understanding RFP process etc.
 - b. Why diversify funding?
 - c. Deliverables
 - d. Who is KHA?
3. Budgeting Basics – Led by KHA and Nonprofit Center
 - a. Budgeting for grants
 - b. Organizational budgeting

PHASE 2

Upon being selected through competitive RFP process, for KHA mini grants, Providers will go through a contract long ongoing training, to further build capacity and assure that deliverables are being met.

This will be a mix of standard awardee meetings, along with special training sessions and opportunities for providers to collaborate.

Sessions

1. Mandatory standard Onboarding session for awardees
 - o Review of deliverables
 - o Procurement process
 - o Finance
 - o Reporting requirements
2. Standard 1x1 meetings with contract managers from Juvenile Justice team, throughout the contract duration.
 - o Regular site visits
3. Bi-monthly mandatory sessions beginning 2 months into the contract period. They will include time dedicated to collaboration and sharing of struggles and successes between the providers.
 - o SAMIS reporting- KHA

- Insurance 101 - Risk Management Team COJ
 - Screenings -Dept. of Children and Families
 - Record Keeping- KHA
 - Mapping Ideas- Selena Webster-Bass – Voices Institute
4. Mentoring
- We will afford Providers with access to ongoing mentoring with specialist on building a successful nonprofit. Potential partner in this is the organization SCORE.

2020 SMALL PROVIDER ACADEMY PILOT TIMELINE

June 9 th thru June 29 th	Marketing of Small Provider Academy to public and Application made available on KHA website
June 29 th	Deadline for Application submission
July 1 st	Notifications for acceptance sent to applicants, with virtual log on instructions
July 6 th	Phase 1, session 1 conducted live via Zoom
July 20 th	Phase 1, session 2 conducted live via Zoom
August 3 rd	Phase 1, session 3 conducted live via Zoom
August 10 th	Tentative release date of Mini Grant RFP to public
September 1 st	Tentative date for Mini Grants RFP awardees selection
November 2 nd	Tentative date for Phase 1, session 1