



## KHA August Board Meeting

Aug 23rd, 2023 2:00pm - 3:00pm EDT

KHA Board Room

### 1. Introductions and Instructions

Tyra Tutor, Board Chair

2:00pm

### 2. Employee Recognition

Tyra Tutor, Board Chair

### 3. Public Comment

Public comment will be taken 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.

### 4. Approval of July Board Minutes

Tyra Tutor, Board Chair

 [KHA July Board Minutes](#)

### 5. Finance Update and Approval of Minutes

Tyra Tutor, Board Chair

 [KHA June Finance Committee Minutes](#)

### 6. Governance Update and Approval of Minutes

Rose Conry, Governance Chair

7. **Eastside Back to School Event**  
Chief Morris Halyard III, JSO
  
8. **Summer Field Trip Highlight**  
Lucy Chen, Cathedral Arts Project/Florida Theatre
  
9. **Announcement of Funded Providers FY 2023-2024**  
Kenneth Darity, Chief Programs Officer
  
10. **Board Recognition**  
Dr. Saralyn Grass, Chief Executive Officer
  
11. **Board Discussion**
  
12. **Public Comment**
  
13. **CEO Report**  
Dr. Saralyn Grass, Chief Executive Officer
  
14. **Adjourn**

3:00pm

July 5, 2023

**1. Introductions and Instructions**

Tyra Tutor, Board Chair

Tyra Tutor called the meeting to order at 9:45 a.m. She began by welcoming everyone to the meeting and asking if there were any public comments, there were none.

Members Present - Tyra Tutor, Dr. Marvin Wells, Rose Conry, Kevin Gay, Rebekah Davis.

Members Absent - Jenny Vipperman, Marsha Oliver

Liaisons Present - Lawsikia Hodges, Office of General Council, Dr. Dana Kriznar, Duval County Public Schools and Chief Morris Halyard III, Jacksonville Sheriff's Office

**2. Public Comment**

Tyra Tutor, Board Chair

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**3. Approval of June Minutes**

Tyra Tutor, Board Chair

Tyra Tutor asked for a motion to approve the June 2023 Board minutes. Dr. Wells indicated that Councilman Nick Howland was not included on the list of attendees in the minutes and asked that the minutes be amended to include him. Ms. Tutor agreed and asked for a motion to approve the minutes with this modification.

Motion - Tyra Tutor

Second - Dr. Wells

Approved 5-0

**4. New Business**

**a. CEO Offer Details**

Tyra Tutor, Board Chair

Tyra Tutor began the discussion by explaining that she had done her due diligence and researched the published salary range (low-high) for the CEO position. She mentioned that the range was \$195k - \$205k as outlined in the narrative of the Board Action Item. This salary range would provide Dr. Grass with a 15-20% salary increase.

Kevin Gay asked if a portion of Dr. Grass' salary could be tied to attainment of performance goals. Ms. Tutor indicated that performance goals could be incorporated into potential bonuses but today's discussion is to determine the base

salary. Dr. Wells recommended that Dr. Grass' salary be set at the top of the range which is \$205k. Ms. Tutor, Ms. Conry and Mrs. Davis agreed with this recommendation. Ms. Tutor asked for a motion to set Dr. Grass' base salary at \$205k per year.

Motion - Dr. Wells  
Second - Rose Conry  
Approved 5-0

#### 5. CEO Report

Dr. Saralyn Grass, CEO

Dr. Grass provided an update on the status of KHA's 3 RFPs and indicated that the evaluators have finished scoring the responses and that Debbie Verges and Kenneth Darity are negotiating contracts with Out of School Time providers and the goal is to be on CSPEC's agenda next week.

Negotiations with providers for the Services for Children, Youth and Families and Read Jax RFPs have been finalized. Communities in Schools and Boys & Girls Clubs will provide services for the Read Jax pilot schools.

Mike Weinstein thanked Dr. Kriznar for the partnership with DCPS and indicated how invaluable it has been to KHA's success.

#### 6. Thank you to Mike Weinstein

Dr. Marvin Wells, Past Chair & Tyra Tutor, Board Chair

Dr. Wells and Tyra Tutor expressed their appreciation for Mike Weinstein's guidance and expertise over the last two years. They then provided Mr. Weinstein with a trophy of appreciation.

#### 7. Board Chair Passing of the Gavel

Dr. Grass, CEO & Mike Weinstein, CFO

Dr. Grass and Mike Weinstein indicated that they met with Dr. Wells on a weekly basis and were deeply appreciative of his sound advice and guidance. In appreciation for his leadership, they presented him with a Gavel plaque.

#### 8. Public Comments

Ms. Tutor asked if there were any public comments. Mr. Leon Baxton, Communities in Schools, thanked Mr. Weinstein and Dr. Grass for listening to the providers and

mentioned that budgets have increased every year which have allowed them to expand their program offerings.

## 9. Next Steps

Tyra Tutor, Board Chair

Ms. Tutor asked if 10:00 a.m. on Wednesdays is still a good time for the Board meetings to be held. The Board members agreed that this time/day are still a good fit.

The meeting was adjourned by Ms. Tutor at 10:15 a.m.

Kids Hope Alliance - June Finance Committee Meeting Minutes  
June 7, 2023

**1. Introductions and Instructions**

Tyra Tutor, Finance Committee Chair

Tyra Tutor called the meeting to order and acknowledged the members present:

Members Present - Tyra Tutor, Jenny Vipperman, Dr. Marvin Wells

Members Absent: Rebekah Davis

**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.

There were no public comments from the committee members. Mr. Leon Baxton, Communities in Schools, mentioned that CIS is ready to begin summer camp on Monday. Ms. Tutor expressed the committee members appreciation for the work done by our providers and reminded everyone that there would be another opportunity for public comment at the end of the meeting.

**3. Approval of April Minutes**

Ms. Tutor asked if there were any revisions to the minutes, there being none, a motion was made to approve the April minutes.

Motion: Jenny Vipperman

Second: Tyra Tutor

Approved: 2-0

**4. Committee Discussion**

Ms. Tutor stated that she and Mrs. Pitts, Director of Finance, met prior to the committee meeting to discuss the finances and Mrs. Pitts had done a great job putting the numbers together.

**a. Finance Review**

Jessica Pitts, Director of Finance

Mrs. Pitts provided an overview of KHA's Actual YTD finances through 4/30 compared to the budget. This discussion included earnings on investments, contributions to the general fund, revenue YTD, expenditures and budget line transfers. Ms. Tutor and Dr. Grass commented on how pleased they were with Mrs. Pitts management of the

budget which alleviated the need to recapture funds.

**b. Proposed Budget FY 2023-2024**

Jessica Pitts, Director of Finance

Mrs. Pitts compared the FY 2023 and 2024 budgets and noted the differences between some of the line items including salaries and benefits, professional/contractual services, local mileage, etc. She also noted that the decreases and increases in funding usage balanced each other out.

Dr. Grass explained that KHA requested an increase in funding for subsidies/contributions to allow us to maintain our level of funding due to the increase of the Out of School Time reimbursement rates (11.22%).

A discussion ensued regarding the calculation of salaries/benefits, internal service charges and the increase in the hardware/software line item.

Dr. Grass then summarized the 3 enhancements to the budget which include a Case Management/Services Partnership, 3 additional Parks & Recreation sites and funding for the KHA Trust Fund. Ms. Tutor asked for a motion to approve the budget.

Motion - Jenny Vipperman

Second - Tyra Tutor

Approved: 2-0

**5. New Business**

**a. Emerging Provider RFP Approval**

Debbie Verges, Special Projects

Debbie Verges summarized the Emerging Provider Academy RFP which includes capacity building and is a joint effort between KHA and the Division of Grants and Contract Compliance. The first year of the RFP will include capacity building, mentoring and workshops. Year two is when payments for programming occur.

Ms. Vipperman commented that she enjoys the site visits particularly the discussions with small providers during which they convey how hard it is to understand the qualifications for city funding; therefore, this program is sorely needed.

Ms. Tutor then asked for a motion to approve this RFP.

Motion - Jenny Vipperman

Second - Tyra Tutor

Approved: 2-0

**b. Sharon Darling Grant Approval**

Dae Lynn Kennedy, Assistant Director of Grants Management

Ms. Kennedy provided an overview of the Sharon Darling Grant. The board is being asked to approve the application and authorize the CEO of KHA to execute the grant contract if awarded.

Funding for this grant would offset some of the costs associated with Celebrate Reading Week, i.e. STEM kits for families. The grant funding amount is \$30,000 and KHA would match these funds with \$10,000 which is already included in the budget.

Ms. Tutor asked for a motion to approve the application.

Motion - Jenny Vipperman

Second - Tyra Tutor

Approved: 2-0

Dr. Grass provided an update on the RFPs. Responses to the Read Jax Pilot have been scored, the preliminary results were posted and will go to CSPEC tomorrow. The Afterschool responses are being scored and scoring for The Services for Children, Youth and Their Families RFP will begin next week. She also acknowledged the 28 scorers who are helping us to meet our scoring deadlines.

Mr. Leon Baxton congratulated KHA on the success of the Celebrate Reading Event recently held at James Weldon Johnson Park.

**6. Next Steps and Meeting Schedule**

The meeting was adjourned by Tyra Tutor.

1. Introductions and Instructions

Rose Conry, Governance and Programs Committee Chair

Rose Conry called the meeting to order and asked if there were any public comments, there were none.

Members Present: Rose Conry, Dr. Marvin Wells

Members Absent: Marsha Oliver, Kevin Gay

Liaisons Present: Lawsikia Hodges, Office of General Counsel

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

Because there was not a quorum, Lawsikia Hodges advised Rose Conry to skip this item until she was able to confirm if Dr. Wells could vote as a member of the Governance Committee.

4. New Business

a. Emerging Provider RFP Approval

Dr. Grass, Chief Executive Officer & Debbie Verges, Special Projects

Dr. Grass expressed KHA's excitement to support the Emerging Provider RFP and indicated that this RFP is a joint effort between KHA and the COJ Public Service Grants Division. She then provided a summary of the requirements for emerging providers which includes their operating budget, staff size and the number of youth they can serve. This RFP will cover capacity building in its first year and program funding during the second year. KHA will cover half of the funding and the City will cover the other half for adult services through the Division of Grants & Contract compliance.

Lawsikia Hodges, OGC, then stated that KHA's current by-laws prohibit the Board Chair from voting as a substitute for committee members. However, she previously sent proposed language to KHA which could be used to modify the by-laws to allow the Board Chair to vote as a substitute for committee members.

Revision of the by-laws would need to be discussed at an upcoming Board meeting and once consensus is reached, the by-laws could be updated accordingly.

Rose Conry then asked if there were any additional questions and there were none.

**b. Sharon Darling Grant Approval**

Dr. Grass, Chief Executive Officer

Dr. Grass introduced the Sharon Darling Grant application which is being made available by the Sharon Darling Innovation Fund for Family Learning. This grant aligns with the Read Jax RFP and includes STEM and literacy components.

KHA's Celebrate Reading initiative will benefit directly from this \$30,000 grant as the funding would be used by existing providers to supply STEM kits to families who attend the Celebrate Reading event. Dr. Grass added that if KHA is approved for this \$30,000 grant, a \$10,000 match would be made to supplement the cost of event activities and follow up with families.

**5. Public Comment**

Mr. Weinstein asked Debbie Verges to provide an update on the RFPs and scoring process. Debbie stated that all of the RFP responses have been received and the Afterschool and Summer responses are being scored. Next week, the responses for the Services for Children, Youth and Their Families RFP will be scored. Responses for the Read Jax RFP have been scored and the results should be on Procurement's agenda this week.

Dr. Grass mentioned that there is one more action item which did not come before the Governance Committee. This item is the proposed budget for FY 2023-2024 which is being prepared and will go before the Finance Committee for approval and then the full board at the upcoming Board meeting.

Rose Conry asked if there were any additional questions or comments from the committee members or public and there were none.

**6. Next Steps and Meeting Schedule**

Mike Weinstein indicated that the Finance Committee meeting will take place on June 7th and the Board meeting will occur on June 8th. An August meeting date has not been scheduled.

Rose Conry adjourned the meeting.