



December Finance Committee Meeting
December 10, 2025, 11:00am - 12:00pm

1. Introductions and Instructions

Carson Tranquille, Finance Chair

2. Public Comments

Public comments will be taken for each item on the agenda. Comments must be made about the specific agenda item. The audience will have an opportunity for public comment on general topics at the end of the meeting.

3. New Business

Kenneth Darity, Interim Chief Executive Officer

- a. Allocation of remaining Part-time Budget Hours
- b. Staffing & Budget Priorities
- c. Contract Amendments (e.g. SIPPR Grant, Angel Kids)
- d. CEO Delegation Authority (\$10K)
- e. Contract Compliance Review process
- f. Funding processes for other Children's Services Councils
- g. Professional Services Report
- h. Mayor's Youth at Work Partnership RFP Update

4. KHA Financials Update

Jessica Pitts, Finance Director

5. General Public Comments

6. Adjourn



**BOARD POLICY
DELEGATION OF EXECUTION
AUTHORITY TO CEO**

Section:	Administration		
Subject:	Delegation of Execution Authority to Chief Executive Officer		
Effective Date:	March 17, 2021	Review Date:	March 25, 2024 <u>January 22, 2025</u>
Approved: KHA Board, January 22, 2025 <u>March 27, 2024</u>			

AUTHORITY

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the “Board may authorize the CEO to execute contracts and other documents on the Board's behalf.”

PURPOSE:

This policy delegates from the KHA Board to the CEO the authority to execute certain contracts and documents.

POLICY

The Board authorizes the Chief Executive Officer of the Kids Hope Alliance (“KHA”) to execute the following contracts and documents on behalf of the Board:

- All agreements and contracts, including, but not limited to, contracts for services for children and youth, professional services contracts, grant contracts, interlocal agreements, memorandums of understanding, intergovernmental contracts, and joint and cooperative purchasing contracts with other governmental agencies (“Contracts”) which do not involve the receipt or payment by KHA of more than \$65,000 in a fiscal year;

- Ancillary documents related to existing Contracts that are consistent with the terms of the Contracts and do not involve any financial obligation;
- Contracts approved by the Board;
- Contracts awarded under a Request for Proposal approved by the Board;
- Amendments to the terms and conditions of existing Contracts as long as the scope of services and performance metrics under the Contract remain substantially the same and the Amendment does not increase or decrease the annual amount payable under the Contract by more than 10%;
- Amendments renewing existing Contracts as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Amendments extending existing Contracts for a period of not more than 6 months as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Contracts and Amendments during any period that a quorum of the Board is unable to meet to take action in accordance with applicable laws due to extraordinary circumstances, including, but not limited to, a natural disaster, epidemic or pandemic, City or State declared state of emergency, or other circumstances deemed by the Chair of the Board and the CEO to prevent the Board from safely meeting and taking action in accordance with applicable laws. All Contracts and Amendments executed by the CEO under this section 8 authorization are required to be communicated to the Kids Hope Alliance Board Chair and the Finance Committee Chair in advance and reported to the full Board at its next meeting.

All Contracts executed by the CEO under this Authorization must be in compliance with the City of Jacksonville's Municipal Code, including, but not limited to, Chapters 77 and 126 thereof, and all other applicable laws.

All Contracts executed by the CEO under this Authorization must be consistent with KHA's Essential Services Plan.

The CEO shall provide the Board with a report on all Contracts and Amendments executed under this Authorization at the Board meeting immediately following execution of the Contract or Amendment. This report will be included as a part of the formal Board packet and notes from its discussion will be included in the Board minutes. As applicable, the report will include information related to performance metrics, including whether the Contractor has met any existing performance metrics, if applicable.

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: _____

EMPLOYEE SERVICES

Directive - 0120



Date: 07/01/2025

Previously Revised:
07/01/2024

Established: 11/14/2006

PART-TIME AND SEASONAL/TEMPORARY EMPLOYEE HIRING POLICY AND OCCUPATIONAL CODE LISTING

Scope: This Directive applies to all City of Jacksonville departments including City Council, Courts, the Constitutional Offices, and departments that fall under boards or commissions utilizing part-time and temporary employees.

Part-time and seasonal/temporary employees perform many functions within the city. It is important to understand the distinction between these two types of employees and adhere to the hiring limitations that have been implemented with the passage of Ordinance 2005-338.

- **Part-time** – employees who may be hired to work up to 25 hours per week (50 hours per pay period) and meet a specific departmental need that may or may not be an ongoing function. Part-time employees are not eligible for medical benefits.
- **Seasonal/Temporary** - employees who may be hired to work up to 40 hours per week for less than 6 months to fill a specific need that is not an ongoing function. Seasonal/Temporary employees are not eligible for benefits.

Occupational codes specifically identify part-time and seasonal/temporary assignments. These codes reflect the type, status (hours and length of work), bargaining unit representation, and field of work. Instructions on how to assign them are given on the attached Part-Time and Seasonal Employee Occupational Code Listing. Contact the HR Business Partner assigned to your department if additional occupational codes are required.

Leave Accrual and Paid Holidays – To decide whether a position would be represented and accrue leave and receive paid holidays, the following criteria must apply: The work is the same as a full-time represented position or is work that would be represented by one of the collective bargaining agreements below:

- **AFSCME:** Work can be part-time, scheduled for more than 6 months, for no more than 50 hours a pay period, which is generally 25 hours a week; or the work can be seasonal/temporary and scheduled to work fewer than 6 months.
- **LIUNA:** Work is temporary and scheduled to work fewer than 6 months; can work up to 40 hours/week.

- **FOP:** Work is temporary and scheduled to work fewer than 6 months; can work up to 40 hours/week. Note that there are positions that are exempt by ordinance, see below.

Always check with the assigned HR Business Partner if there is not a full-time job match.

When initiating the hiring of a part-time or seasonal/temporary employee, the hiring manager must submit to his/her assigned Business Partner the following:

- Recommended hourly rate
- Hours of work
- Length of employment
- Brief description of job function
- Civil Service equivalent job classification

If the hiring manager believes there is not a civil service equivalent, he/she will need to provide a sufficient description of the job function.

EMPLOYMENT CATEGORY ▼	JOB TITLE ▼	BARGAINING UNIT ▼	JOB CO ▼	PAY GRADE ▼
PART-TIME REPRESENTED (15 - 25 hours/week max)	PART TIME - CLERICAL - WITH BENEFITS	179 - AFSCME	0P7CL	03
	PART TIME - SERVICE MAINTENANCE - WITH BENEFITS	179 - AFSCME	0P7SM	03
	PART TIME - TECH--SKILLED CRAFT--PARAPROF - WITH BENEFITS	179 - AFSCME	0P7TS	03
	PART TIME - CIVILIAN BAILIFF	179 - AFSCME	3P7CB	03
	PART TIME - SWORN BAILIFF	104 - FOP	3P4SB	03
PART-TIME NOT REPRESENTED (14 hours/week or less) OR (15-25 hours/week if the work is not represented)	PART TIME - NOT REP - CLERICAL	008 - Not Represented (No Benefits)	0P0CL	01
	PART TIME - NOT REP - M&C	008 - Not Represented (No Benefits)	0P0MC	01
	PART TIME - NO CS EQUIVALENT DESIGNATED	008 - Not Represented (No Benefits)	0P0ND	01
	PART TIME - NO CS EQUIVALENT DESIGNATED - EXEMPT	008 - Not Represented (No Benefits)	0P0NE	01
	PART TIME - NOT REP - PROFESSIONAL	008 - Not Represented (No Benefits)	0P0PF	01
	PART TIME - NOT REP - SERVICE MAINTENANCE	008 - Not Represented (No Benefits)	0P0SM	01
	PART TIME - NOT REP - SUPV	008 - Not Represented (No Benefits)	0P0SV	01
	PART TIME - SCHOOL CROSSING GUARD	008 - Not Represented (No Benefits)	0P0SX	01
	PART TIME - TRIAL CLERK	008 - Not Represented (No Benefits)	0P0TC	01
	PART TIME - NOT REP - TECH--SKILLED CRAFT--PARAPROF	008 - Not Represented (No Benefits)	0P0TS	01
	PART TIME - STUDENT - NOT REP	008 - Not Represented (No Benefits)	1P0ND	01
	PART TIME - INTERN - COLLEGE STUDENT - NOT REP	008 - Not Represented (No Benefits)	2P0ND	01
	PART TIME - LOGISTICAL AND TECHNICAL OFCR	008 - Not Represented (No Benefits)	3P0LT	01
	PART TIME - STUDENT - COURTS	008 - Not Represented (No Benefits)	3P0ND	01
TEMPORARY REPRESENTED (May work up to 40 hours/week for exempted by ordinance) OR (LIUNA can only work for 6 months up to 40 hours/week)	TEMP - AFSCME - AQUATIC CENTERS (Exempt by Ordinance)	179 - AFSCME	3T7TS	03
	TEMP - JSO - CIVILIAN BAILIFF (Exempt by Ordinance)	179 - AFSCME	3T7CB	03
	TEMP - JSO - SWORN BAILIFF (Exempt by Ordinance)	104 - FOP	3T4SB	03
	TEMP - JSO - SWORN BAILIFF LT (Exempt by Ordinance)	104 - FOP	3T4SL	03
	TEMP - JSO - SWORN BAILIFF SGT (Exempt by Ordinance)	104 - FOP	3T4SS	03
	TEMP - JSO - CORRECTIONS BAILIFF	104 - FOP	3T4SC	03
TEMPORARY NON-REPRESENTED (May work up to 40 hours/week but fewer than 6 months per year)	TEMP - LIUNA	190 - LIUNA Local 630	0T9LA	03
	TEMP - NOT REP - CLERICAL	008 - Not Represented (No Benefits)	0T0CL	01
	TEMP - NOT REP - M&C	008 - Not Represented (No Benefits)	0T0MC	01
	TEMP - NO CS EQUIVALENT DESIGNATED	008 - Not Represented (No Benefits)	0T0ND	01
	TEMP - NOT REP - PROFESSIONAL	008 - Not Represented (No Benefits)	0T0PF	01
	TEMP - NOT REP - SVC MAINTENANCE	008 - Not Represented (No Benefits)	0T0SM	01
	TEMP - NOT REP - SUPV	008 - Not Represented (No Benefits)	0T0SV	01
	TEMP - TRIAL CLERK	008 - Not Represented (No Benefits)	0T0TC	01
	TEMP - NOT REP - TECH--SKILLED CRAFT--PARAPROF	008 - Not Represented (No Benefits)	0T0TS	01
	TEMP - STUDENT - NOT REP	008 - Not Represented (No Benefits)	1T0ND	01
	TEMP - INTERN - COLLEGE STUDENT - NOT REP	008 - Not Represented (No Benefits)	2T0ND	01
	TEMP - LOGISTICAL AND TECHNICAL OFCR	008 - Not Represented (No Benefits)	3T0LT	01
	TEMP - STUDENTS - COURTS (Exempt by Ordinance)	008 - Not Represented (No Benefits)	3T0ND	01
	TEMP - JSO - EXEMPT (Exempt by Ordinance)	005 - Reemployed Pensioners Full or Part Time	3T0SH	01
	TEMP - NOT REP - SUPV - AQUATIC CNTRS	008 - Not Represented (No Benefits)	3T0SV	01
SEASONAL (May work up to 40 hours/week but fewer than 6 months per year)	SEASONAL - POOL LIFE GUARDS	008 - Not Represented (No Benefits)	0S0PL	02
	SEASONAL - OCEAN LIFE GUARDS	008 - Not Represented (No Benefits)	0S0OL	02
	SEASONAL - OCEAN LIFE GUARD TRAINEE	008 - Not Represented (No Benefits)	0S0OT	02
	SEASONAL - RECREATION - FLSA EXEMPT	008 - Not Represented (No Benefits)	0S0RC	02
	SEASONAL - PERIODIC EVENTS	008 - Not Represented (No Benefits)	0S0EV	02
DEFINITIONS: PART-TIME - A position requiring 25 hours per week or fewer (50 hours per pay period) on a regular and recurring basis but at least 15 or more hours per week. SEASONAL/TEMPORARY - A position routinely requiring full-time or part-time work during specific events throughout the year. EXEMPT BY ORDINANCE - Temporary positions exempted from the six months employment restriction by Ordinance, Section 116.1502d				
NOTES: JOB CODES - The five digit occupational code for part-time and seasonal/temporary employment reflects the type, status (hours and length of work), bargaining unit representation, and field of work. In determining status of clerical, technical, skilled craft, or service maintenance, refer to job specification of equivalent civil service class. If the above occupational codes do not meet the description of your part-time or seasonal/temporary work, contact the assigned HR Business Partner for your department.				
When should I choose represented? LEAVE ACCRUAL AND PAID HOLIDAYS - The following criteria must apply: (1) Work is represented by AFSCME and is scheduled for more than six months, 15 to 25 hours weekly; or (2) Work is represented by LIUNA or FOP. When in doubt, check with the assigned HR Business Partner. The work is the same as a full time represented position or is work that would be represented by the collective bargaining agreement.				
	DIGIT 1 (Type)	DIGITS 4 & 5 (Field of Work)		
	0 - NON STUDENT	CB - CIVILIAN BAILIFF		
	1 - STUDENT	CL - CLERICAL		
	2 - INTERN - COLLEGE STUDENT	EV - PERIODIC EVENTS		
	3 - EXEMPT BY ORDINANCE	LA - LABORER		
		LT - LOGISTICAL & TECHNICAL OFFICER		
	DIGIT 2 (Work Schedule)	MC - MANAGERIAL/CONFIDENTIAL		
	T - TEMPORARY > 25 HOURS	ND - NO CS EQUIVALENT DESIGNATED		
	P - PART TIME	NE - FLSA EXEMPT		
	S - SEASONAL	OL - OCEAN LIFE GUARD		
		OT - OCEAN LIFE GUARD TRAINEE		
	DIGIT 3 (Bargaining Unit)	PF - PROFESSIONAL		
	0 - NON-REP	PL - POOL LIFE GUARD		
	4 - FOP	RC - RECREATION ONLY - FLSA EXEMPT		
	7 - AFSCME	SB - SWORN BAILIFF		
	9 - LIUNA	SL - LIEUTENANT		
		SM - SERVICE MAINTENANCE		
		SS - SERGEANT		
		SV - SUPERVISOR		
		SX - SCHOOL CROSSING GUARD		
		TC - TRIAL CLERK		
		TS - TECHNICAL/SKILLED CRAFT		

KIDS HOPE ALLIANCE
Operating Fund - With Year End Projections
October 1, 2025- November 30, 2025

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	Full Year Projection E	Budget Variance F = A-E	
REVENUES:								
Earnings on Investment	\$ 634,313	\$ 634,313	\$ 36,888		\$ 597,425	\$ 634,313	\$ -	
Transfer from Fund Balance								
Contributions from General Fund	\$ 59,310,767	\$ 59,310,767	\$ 2,840,000		\$ 56,470,767	\$ 59,310,767	\$ -	A
Total Revenues	\$ 59,945,080	\$ 59,945,080	\$ 2,876,888		\$ 57,068,192	\$ 59,945,080	\$ -	
EXPENDITURES:								
Salaries and Benefits	\$ 4,600,972	\$ 4,600,972	\$ 607,254	\$ -	\$ 3,993,717	\$ 4,600,972	\$ -	
Internal Service Charges	\$ 806,022	\$ 806,022	\$ 132,849	\$ -	\$ 673,173	\$ 806,022	\$ -	
Professional & Contractual	\$ 677,643	\$ 677,643	\$ 220,884	\$ 299,965	\$ 156,794	\$ 677,643	\$ -	B
Travel (per diem & local mileage)	\$ 3,001	\$ 3,001	101	\$ -	2,900	\$ 3,001	\$ -	C
Insurance (General Liability and Misc. Ins.)	\$ 44,005	\$ 44,005	\$ 30,916	\$ -	\$ 13,089	\$ 44,005	\$ -	
Other Operating Expenses and Supplies	\$ 74,379	\$ 74,379	\$ 15,032	\$ 13,244	\$ 46,104	\$ 74,379	\$ -	D
Dues & Subscriptions	\$ 60,238	\$ 60,238	\$ 40,000	\$ -	\$ 20,238	\$ 60,238	\$ -	
Hardware/Software Maintenance or Licensing Agreement	\$ 120,820	\$ 120,820	\$ 2,559	\$ 36,328	\$ 81,933	\$ 120,820	\$ -	
Total	\$ 255,437	\$ 255,437	\$ 57,591	\$ 49,571	\$ 148,275	\$ 255,437	\$ -	
Capital Outlay	\$ 2	\$ 2	\$ -	\$ -	\$ 2	\$ -	\$ 2	
Aids to Private Organizations								
Out of School Time	\$ 30,135,981	\$ 30,135,981	\$ 2,845,755	\$ 15,933,854	\$ 11,356,372	\$ 30,135,981	\$ -	E
Early Learning	\$ 11,850,481	\$ 11,850,481	\$ 1,039,177	\$ 4,924,812	\$ 5,886,493	\$ 11,850,481	\$ -	
Special Needs	\$ 12,800,705	\$ 12,800,705	\$ 1,524,311	\$ 6,736,822	\$ 4,539,573	\$ 12,800,705	\$ -	
Juvenile Justice	\$ 5,192,054	\$ 5,192,054	\$ 520,847	\$ 2,081,540	\$ 2,589,667	\$ 5,192,054	\$ -	
Preteen & Teen	\$ 7,447,486	\$ 7,447,486	\$ 926,659	\$ 4,588,733	\$ 1,932,093	\$ 7,447,486	\$ -	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Grants & Aids	\$ 67,426,708	\$ 67,426,708	\$ 6,856,749	\$ 34,265,761	\$ 26,304,198	\$ 67,426,708	\$ -	
Transfers	\$ 648,147	\$ 648,147	\$ 66,564	\$ -	\$ 581,583	\$ 648,147	\$ -	
Total Expenditures	\$ 74,461,936	\$ 74,461,936	\$ 7,972,907	\$ 34,615,297	\$ 31,873,731	\$ 74,461,934	\$ 2	
Total Revenues Less Expenditures	\$ (14,516,856)	\$ (14,516,856)	\$ (5,096,019)	\$ (34,615,297)	\$ 25,194,461	\$ (14,516,854)	\$ (2)	

Reserve - Prior Year Encumbrances \$ 14,516,856
Budget Difference -

- A- \$2,840,000 related to Journey Forward funding (\$1,900,000) and City Council funded contracts (\$940,000)
B- Increase of \$240,000 in Other Professional Services due to Journey Funding
C- Travel budget removed
D- Employee Training budget removed
E- Increase of \$2.6 million across OST, JJ, SN, and EL ESCs due to Journey and Council funding.

KIDS HOPE ALLIANCE
Criminal Justice Reinvestment Grant

Grant Period: April 1, 2025 to March 31, 2028

Report Period: April 1, 2025 -November 30, 2025

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 400,000	\$ 200,000	\$ -	\$ (200,000)
Interfund Transfer	\$ 85,000	\$ 85,000	\$	-
Total Revenues	\$ 485,000	\$ 285,000	\$ -	\$ (200,000)
<u>EXPENDITURES:</u>				
Salaries and Benefits	\$ 45,000	\$ 30,934	\$ -	\$ 14,066
Grants and Aids	\$ 440,000	\$ 222,066	\$ 217,934	\$ -
Total Expenditures	\$ 485,000	\$ 253,000	\$ 217,934	\$ 14,066
Total Revenues Less Expenditures	\$ -	\$ 32,000	\$ (217,934)	\$ (185,934)

Purpose of Grant:

The purpose of this grant is to provide services for youth who reside in Duval County with Substance Abuse and mental health problems that are at risk for entry into the criminal or juvenile justice systems.

Additional Information:

Provider: Managed Access

CJRG WIN 2.0 is in Yr 1 of 3

KIDS HOPE ALLIANCE

SIPPRA

Grant Period: December 6, 2024 - December 5, 2029

Report Period: December 6, 2024 - November 30, 2025

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 5,750,000	\$ -	\$ -	\$ (5,750,000)
Total Revenues	\$ 5,750,000	\$ -	\$ -	\$ (5,750,000)
EXPENDITURES:				
Salaries and Benefits	\$ 312,290	\$ 100	\$ -	\$ 312,190
Other Professional Services	\$ 750,000	\$ 120,000	\$ 240,000	\$ 390,000
Travel Expense	\$ 16,000	\$ -	\$ -	\$ 16,000
Advertising & Promotions	\$ 74,849	\$ -	\$ -	\$ 74,849
Office Supplies	\$ 4,000	\$ -	\$ -	\$ 4,000
Grants and Aids	\$ 4,592,861	\$ 316,613	\$ -	\$ 4,276,248
Total Expenditures	\$ 5,750,000	\$ 436,713	\$ 240,000	\$ 5,073,287
Total Revenues Less Expenditures	\$ -	\$ (436,713)	\$ (240,000)	\$ (676,713)

Purpose of Grant:

The purpose of this grant is to improve the effectiveness of certain social services.

Additional Information:

Provider: Institute for Child Success, NLP Logix, Children's Home Society, Family Learning Partnership

Grant is in Year 1 of 5

KIDS HOPE ALLIANCE
KHA- Youth Travel Trust Fund
Report Period: October 1, 2025 - November 30, 2025

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:					
Contributions from General Fund	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ (50,000)
Total Revenues	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ (50,000)
EXPENDITURES:					
Subsidies & Contributions to Private Org.	\$ 72,623	\$ 72,623	\$ -	\$ -	\$ 72,623
Total Expenditures	\$ 72,623	\$ 72,623	\$ -	\$ -	\$ 72,623
Total Revenues Less Expenditures	\$ (22,623)	\$ (22,623)	\$ -	\$ -	\$ 22,623

Prior Year Carry-Over	\$ 22,623
Budget Difference	-

KIDS HOPE ALLIANCE
KHA Trust Fund- Mini Grants
Report Period: October 1, 2025 -November 30, 2025

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:					
Contributions from General Fund	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ (200,000)
Total Revenues	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ (200,000)
EXPENDITURES:					
Subsidies & Contributions to Private Org.	\$ 232,523	\$ 232,523	\$ 14,126	\$ 39,474	\$ 178,923
Total Expenditures	\$ 232,523	\$ 232,523	\$ 14,126	\$ 39,474	\$ 178,923
Total Revenues Less Expenditures	\$ (32,523)	\$ (32,523)	\$ (14,126)	\$ (39,474)	\$ (21,077)

Prior Year Carry-Over
Budget Difference

\$	32,523
\$	-