KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

August Board Meeting Agenda
August 26, 2026, 9:30am – 11:00 a.m.

1. **Introductions and Instructions**
   Cynthia Nixon, Board Vice-Chair

2. **Public Comments**
   Public comments will be taken now 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. **Staff Spotlight**
   Employee of the Month

4. **Provider Presentation**
   Tom Caron, Project One Health Initiative

5. **Approval of July Minutes**
   Cynthia Nixon, Board Vice-Chair

6. **KHA Board Committee Updates**

7. **New Business**
   a. Discussion: 2026 Annual Report Invitation to Quote – Acuity Design Group
   b. Action Item: COOP Agreement Renewal
   c. Action Item: KHA Work Study Approval
   d. Action Item: Agiloft Contract Management Software Renewal
   e. Action Item: Authorization of Funding Adjustment for Field Trip Enhancements – Skate City Jacksonville
   f. Action Item: Novus Insight Contract Renewal
   g. Action Item: Authorization of Contract Reduction – UNF Board of Trustees/FIE

8. **Administrative and Strategic Updates Report**
   Kenneth Darity, Chief Administrative Officer
   Rodger Belcher, Chief Strategic Officer

9. **CEO Report**
   Dr. Dana Kriznar, Interim Chief Executive Officer

10. **Board Discussion**

11. **General Public Comments**

12. **Adjourn**

Project One Health Jacksonville

Project One Health

Less Screen + More Green = Children Flourishing

Project One Health

Creating a Virtuous Cycle

Challenge to address:

The increasing mental, physical, and developmental challenges faced by children and youth **due to excessive screen time,** nature-deficit disorder, and loneliness.

Screen Detox

Reducing screen time and the negative effects of technology.

Youth Program Impact

POHJ Programs:
- Nature Rangers (Brentwood)
- Guardians of Nature (Eastside)
- Success Gardening (Eastside)
- Youth Ecological Stewardship Program (Springfield)
- Trail Stewardship Program (Springfield)

Youth Served: early childhood (3 yrs) - young adult (24 yrs)

In One Year of Programming

251
Young people Surveyed

15
Program Sites

Nationally Benchmarked with

550k+
Young people

8k+
Youth-Serving Programs

Screen Free Youth Programming

Brentwood

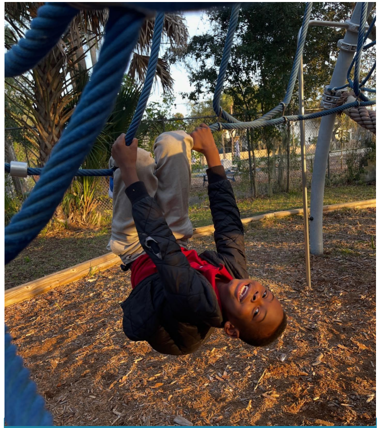
KHA Sites:

- Boys & Girls Club - North Shore Elementary
- Sulzbacher Village
- Minds of the Future

Eastside

KHA Sites:

- Boys & Girls Club - Long Branch Elementary
- Boys & Girls Club - Matthew Gilbert Middle
- Jacksonville Police Athletic League



New Town

KHA Sites:

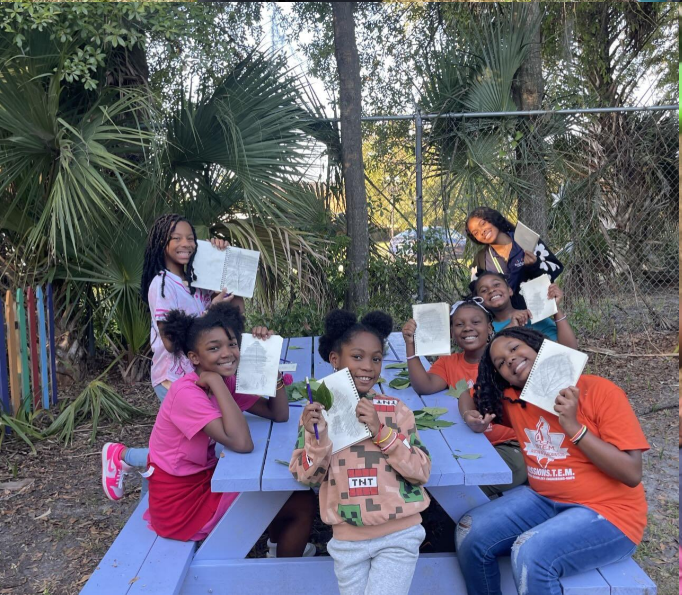
- Boys & Girls Club - SP Livingston

Springfield

KHA Sites:

- Sanctuary on 8th

MARIO



TNT

Youth Program – Parent Testimonials

"The program has helped nurture a genuine sense of belonging and connection with his peers. I have witnessed this transformation firsthand.

His journey reflects the program's ability to spark curiosity, build confidence, and create pathways for children to connect - with nature and with one another."

- Nature Rangers Parent

Social Return on Investment

84
Successful Participants

x

$6,183
Social Returns Per Participant

=$519K

Estimated social return, from higher earnings, better health, and reduced costs to public systems

Estimated value based on research by Columbia University and the total number of young people with pre/post matches and having one or more capacity outcomes, as measured by Hello Insight.

KHA Opportunity: Update Policies

Nature based and screen free policy updates

- Children & Nature Network shared recommendations for the Kids Hope Alliance RFP process
  - Embed language to increase nature-based, screen free programming
  - Program providers will implement screen free programming

- Systems level change to create deeper impact
  - Strengthen youth development
  - Increase peer connection opportunities

KHA Opportunity: Add CEU Content

Nature based and screen free program design and facilitation training

- Intentionally seek and design CEU training opportunities for providers.
- Examples include: UNF Nature & Health Symposium (November) hosted by IERE

Support implementation of policy recommendation by equipping providers with the knowledge to design their programming.

Thank you!

July Board Meeting Minutes
July 15, 2026, 9:30 a.m. – 11:00 a.m.

1. **Introductions and Instructions**
Marsha Oliver, Board Chair

Chair Oliver opened the meeting, welcoming attendees and recognizing Dr. Dana Kriznar for her remarkable leadership as Interim CEO of Kids Hope Alliance. On behalf of the Board, she presented Dr. Kriznar with a gift as an expression of gratitude for her outstanding contributions.

Board Members Present – Marsha Oliver, Meredith Chartrand-Frisch, Carson Tranquille, Lawrence Dennis, Kevin Gay, Cynthia Nixon, Josh Martino

Board Liaisons Present – Reece Wilson, OGC, Ana Dewese – DCPS, Charles Ford – JSO, Mary Hickson – Public Defender's Office

Board Liaisons Absent – Terrance Freeman – City Council, Kristen Liesch – State Attorney's Office

Others Present – Leah Hayes, Tara Johnson - Employee Services

2. **Public Comments**
Ms. Oliver explained that public comments will be taken for items that will be voted on at the meeting. *These comments should only be in reference to the 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.*

3. **Staff Spotlight**
Employee of the Month

Mrs. Joyce Watson, Director of Administration, Contracts, and Purchasing, was recognized as Employee of the Month; staff nomination highlighted the character and leadership traits she consistently demonstrates throughout her tenure at KHA.

4. **Approval of June Minutes**
Marsha Oliver, Board Chair

Ms. Oliver asked if there were any revisions to the June minutes. There were none so she requested a motion to approve the minutes.

Motion: Josh Martino
Second: Kevin Gay
Approval: 7-0

5. **Administrative and Strategic Updates Report**
Kenneth Darity, Chief Administrative Officer
Rodger Belcher, Chief Strategic Officer

Mr. Darity presented an update regarding the status of reimbursements and the renewal of contracts. The reimbursement status report covers the period from June 1 to July 13, during which 201 reimbursements were approved, with 67 currently under review. The average approval time is 7.73 days, significantly better than the target of 14 days, resulting in a 92% approval score within the 14-day timeframe. It was reported that 83% of contract renewals have been fully executed, with 27 still in progress.

Mr. Belcher shared that the inaugural web-based community survey is now live and encouraged everyone to access it via the QR codes provided. Additionally, each board member will be sent an email containing the final draft of the Community Needs and Gap Analysis study. He also introduced Ms. Brenda Dawkins, who is the new Background Screening Manager.

6. **CEO Report**
Dr. Dana Kriznar, Interim Chief Executive Officer

Dr. Kriznar provided an overview of the month's activities and priorities which included the following - site visits, field trips, non-compliant providers (June), OIG Report on Made a Way Foundation, calendar of events/meetings, and delegated authority purchases made by the CEO.

She expressed her gratitude for the opportunity to serve KHA and highlighted the rewarding experience of her role as Interim CEO, which included the introduction of safeguard practices and transparency initiatives. She recognized the board's active participation and highlighted the milestones and accomplishments achieved during her tenure.

7. **New Business**

   a. Action Item: Lutheran Services Florida's Lease Agreement Renewal
   Dr. Kriznar asked the Board to authorize KHA staff to execute a one-year renewal of the existing lease agreement for the Don Brewer Head Start organization, with two remaining renewal options. The proposed contract period spans from July 1, 2026 – June 30, 2027.

   Motion: Josh Martino
   Second: Cynthia Nixon
   Approval: 7-0

8. **KHA Board Committee Updates**

Meredith Chartrand-Frisch, Co-Chair of the CEO Selection Committee, provided an overview and summary of the committee's work and collaboration with Employee Services on the various steps led throughout the process to promote transparency. Co-Chair Lawrence Dennis affirmed the process and efforts conducted.

9. **CEO Finalist Board Discussion**

Following a brief recess, Leah Hayes, Employee Services, shared that all board interviews had been completed, per schedule and proper protocols. She advised of activities to engage staff and advised that Committee Co-Chair/Board Member Lawrence Dennis facilitated staff discussion.

Mr. Dennis shared that the overall evaluation of the CEO search process yielded ratings that were positive for each candidate. Staff worked together to identify key characteristics for the CEO and utilized a process that would rank/evaluate each of the CEO finalists. Results ranged from 3.5, to 3.89.

The board members conveyed their appreciation to Employee Services for their professionalism, leadership, and diligence throughout the selection process. Each board member provided their perspectives and evaluations of the three candidates. Following a summary discussion facilitated by Ms. Hayes, the board by majority vote selected Penny Zuber as the CEO. A motion was then proposed for Employee Services to advance the offer and employment discussions with Mrs. Zuber.

Motion: Meredith Chartrand-Frisch
Second: Josh Martino
Vote: 7-0

Ms. Hayes verified that the proposed salary offer for the CEO position will be $220,000.00, with a start date to be determined. In addition, the Board conducted a vote authorizing Employee Services (in the event that Mrs. Zuber declined) to extend an offer to the second ranked candidate.

Motion: Lawrence Dennis
Second: Josh Martino
Approval: 7-0

10. **General Public Comments**

Mr. Leon Baxton from Communities in Schools conveyed his heartfelt gratitude for the outstanding work performed by the board throughout the CEO selection process. Representing both the I'm a Star Foundation and Communities in Schools, he extended his thanks to all for their support of the Celebrity Basketball Game and commitment to assisting unhoused students.

Mr. John Nooney shared that he recently contributed to several local trust funds. He also expressed his support of a boat ramp initiative and public access to the St. John's River, which was previously designated as an American Heritage River. Additionally, he noted that the NFLT conducted a site inspection and acknowledged the recreational potential of a public park along Pottsburg Creek. Mr. Nooney urged KHA to explore partnership opportunities that would allow children to engage with local waterways, including the possibility of organizing field trips to Pottsburg Creek.

11. **Adjourn**

The meeting was adjourned by Chair Oliver at 12:15 p.m.

BOARD ACTION ITEM:	**2026 ANNUAL REPORT INVITATION TO QUOTE (ITQ) – ACUITY DESIGN GROUP**
BOARD ACTION NUMBER:	**26-026**

CATEGORY:

GOVERNANCE MEETING:	**AUGUST 19, 2026**
FINANCE MEETING:	**AUGUST 25, 2026**
BOARD MEETING:	**AUGUST 26, 2026**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **INTERIM CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:
The Board is asked to:

1.) Approve the request to contract with Acuity Design Group through their response to the Invitation to Quote (ITQ) 17974-26 in the amount of $25,100.00

NARRATIVE:
The City of Jacksonville's Invitation to Quote (ITQ) process was used to solicit competitive responses for graphic design and publication services, and Acuity Design Group was selected as the most responsive and qualified vendor based on the evaluation criteria established in ITQ 17974-26.

Kids Hope Alliance would like to contract with Acuity Design Group (ADG) to produce the necessary graphic artwork and publication of the KHA 2026 Annual Report based on their response to ITQ 17974-26. ADG will collaborate with KHA to include infographics designed to convey our work to the public to include funding by essential service categories, participant testimonials, program impacts and highlights from funded providers, participants served by the numbers, service location mapping, provider contract service listings with dollar amounts, leadership messaging and other information typical to KHA strategic annual report communications as required by ordinance.

STRATEGIC GOAL & ELEMENT:
Messaging and transparency of KHA work, progress and outcomes for all strategic goals for fiscal year 2026.

FISCAL IMPACT:
$25,100.00

OPTIONS:

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

Board Secretary's 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 ACTION ITEM: APPROVAL OF CONTINUITY OF OPERATIONS (COOP) AGREEMENT RENEWAL

BOARD ACTION NUMBER: 26-027

CATEGORY:

GOVERNANCE MEETING: AUGUST 19, 2026

FINANCE MEETING: AUGUST 25, 2026

BOARD MEETING: AUGUST 26, 2026

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: INTERIM CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:
The Board is asked to:

1.) Approve the renewal of the Continuity of Operations (COOP) Agreement and authorize the Chief Executive Officer (CEO) to execute the renewed agreement on behalf of the Board.

NARRATIVE:
The COOP Agreement outlines the policies, procedures, and responsibilities required to ensure the organization's continued operations during emergencies, disruptions, or other unforeseen events. Renewal of this agreement is necessary to maintain compliance, update operational expectations, and safeguard continuity of services.

STRATEGIC GOAL & ELEMENT:
Ensure operational continuity, organizational resilience, and uninterrupted service delivery. Additionally, strengthen emergency preparedness, risk mitigation, and organizational infrastructure to maintain critical functions under all operating conditions.

FISCAL IMPACT:
None

OPTIONS:

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

Board Secretary's 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 ACTION ITEM:	**KHA WORK STUDY APPROVAL**
BOARD ACTION NUMBER:	**26-028**
CATEGORY:	
GOVERNANCE MEETING:	**AUGUST 19, 2026**
FINANCE MEETING:	**AUGUST 25, 2026**
BOARD MEETING:	**AUGUST 26, 2026**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **INTERIM CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

1.) Approve the engagement of a third-party entity to conduct a formal Work Study of the Kids Hope Alliance (KHA), in an amount not to exceed $12,450.00 and authorize the Chief Executive Officer (CEO) to execute all necessary agreements, contracts, or documents required to initiate and complete the Work Study.

NARRATIVE:

The purpose of the Work Study is to obtain an independent, comprehensive analysis of KHA's internal operations, workflow processes, staffing patterns, and organizational effectiveness. The third-party Work Study will provide objective findings and recommendations aimed at strengthening agency efficiency, improving service delivery, and supporting long-term operational planning.

This evaluation will help identify opportunities for improvement, verify existing strengths, support strategic alignment, and ensure that KHA continues to deliver high-quality services to youth and families in Jacksonville. The Work Study will also inform future resource allocation, process redesign, and administrative enhancements as needed.

STRATEGIC GOAL & ELEMENT:

Strengthen organizational infrastructure, enhance operational effectiveness, and support continuous improvement. This action aligns with KHA's strategic goals related to organizational resilience, system optimization, and ensuring best-practice operations across the agency.

FISCAL IMPACT:
The cost of the Work Study will be in an amount not to exceed $12,450.00

OPTIONS:

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

Board Secretary's 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: ____

Project Overview

Client:	Kid's Hope Alliance
Client Need:	Organizational Design & Compensation Review
DCSI Project Manager:	Sarah Laboranti, SHRM-CP, Vice-President of HR Solutions
Project Overview:	DCSI will provide a comprehensive organizational design review and compensation analysis

A Senior DCSI HR Consultant will partner with Kid's Hope Alliance (KHA) to review and optimize the organizational structure to increase clarity, efficiency, and accountability. DCSI offers two approaches to analyze the current state of work and provide recommendations on position alignment for 24 identified positions. The Consultant will initially meet with key stakeholders to identify the in-scope positions, project timeline and objectives.

Deliverable 1: Organizational Design Analysis

Option A - Position Review with Employee Meetings

The DCSI Consultant will create a custom questionnaire for KHA team members, then provide guidance on the time-study questionnaire through a 1-hour initial kickoff meeting for all involved incumbents. Consultant will then schedule individual meetings with each of the 42 incumbents to further understand and clarify the daily work performed.

- Tailored Position Description Questionnaire (PDQ) will capture:
  - Core responsibilities and key outcomes
  - Routine tasks vs. project/initiative work
  - Decision rights (recommend/approve/consult/inform)
  - Cross-team handoffs and dependencies
  - Time allocation by category
  - Pain points, rework and duplicated effort
- The consultant will perform up to a 1-hour meeting with each incumbent to review the time study and further understand the intricacies of the roles.
- Consultant will then meet with the Client to present a comprehensive summary of current-state findings, key themes and preliminary observations.

Option A - Position Review Cost: $12,450

Option B - Limited Position Review with Director Meetings

The DCSI Consultant will create a custom questionnaire for Directors & C-Suite members to complete on behalf of their employees, utilizing their knowledge of each job to describe the nature of the work. Consultant will then meet with each Senior Leader individually to review the questionnaires and further understand and clarify the daily work performed in each department.

- Tailored Position Description Questionnaire (PDQ) will capture:
  - Core responsibilities and key outcomes
  - Routine tasks vs. project/initiative work
  - Decision rights (recommend/approve/consult/inform)
  - Cross-team handoffs and dependencies

- Time allocation by category
- Pain points, rework and duplicated effort

- The consultant will perform up to a 2--hour meeting with each of the 13 Directors & C-Suite members to review the time study and further understand the intricacies of the roles.
- Consultant will then meet with the Client to present a comprehensive summary of current-state findings, key themes and preliminary observations.

Option B - Position Review Cost: $8,466

Deliverable 2: Position Realignment

DCSI Senior HR Consultant will meet with key stakeholders to identify the positions that require realignment and perform an in-depth analysis for span of control adjustments. Consultant will identify options for retitling and provide new job descriptions. Positions will be reviewed in an effort to assist the organization in streamlining workflows and reducing operational redundancies. Consultant will prepare key stakeholders with appropriate communication to support the rollout.

Position Realignment: $6,972

Deliverable 3: Compensation Analysis Options

DCSI subscribes to CompAnalyst, the world's largest compensation database with 600 million data points and growing. Our data is collected from hundreds of professionally conducted surveys run by corporate HR departments every year, so you can rely upon the accuracy and timeliness of the information you receive. By using 100% employer-reported surveys instead of individually reported responses, CompAnalyst's market data is a more reliable, credible source for conducting compensation analysis.

Market Analysis All In-Scope Positions

- Review job descriptions for all in-scope positions.
- Collect relevant local or regional market survey data from a review of published survey sources for all designated in-scope positions.
- Analyze survey data based on client skill set requirements.

Number of Positions	Cost Per Position	Total Cost
To be determined upon completion of Deliverable 2	$249	TBD

Structure Review and Update

- Slot new positions within established compensation structure <u>or</u> develop a new comprehensive structure for all positions.
- Valid, streamlined job classifications will be evaluated against the current job evaluation system under review of the appropriate stakeholders. Proposed changes will be received from stakeholders prior to the final job classification assignments. DCSI will consult with organizational leadership for the final determinations.
- If new structure is created, updated grades and ranges will include starting points, mid-points and maximums to facilitate the organization's hiring and promotion administration.
- Slot all jobs into new or existing pay structure using the market data obtained.

2 pricing options based upon decision to use established structure or develop new updated structure:

Slot Jobs Into Existing Structure: $1,245
Create New Compensation Structure: $1,992

Employee Placement (Optional)

- Slot all in scope employees into the updated and/or current structure.
- Review employee placement in structure, evaluating time in position, overall seniority and job performance.
- Provide edits and updates based on feedback from internal stakeholders.

Cost: $747

Impact Analysis

- Create two (2) cost modeling scenarios of any proposed wage changes based upon the market data or the pay structure movement and the organization's specifications with one set of revisions. (Requires collaboration with internal HR team and key stakeholders.)

Cost: $996

Executive Summary (Optional)

- Consultant will provide a comprehensive written executive summary at the close of the project.
- Summary will outline the project's
    - Methodology
    - Findings
    - Recommendations

Cost: $1,245

Presentation of Results (Optional)

- Presentation of results via webinar or in person. (One, 1-hour meeting)
- Consultant will facilitate a detailed presentation of recommended changes to Sr. Leadership and/or Board of Directors.

Each Presentation: $1,245

BOARD ACTION ITEM: **AGILOFT CONTRACT MANAGEMENT SOFTWARE RENEWAL**

BOARD ACTION NUMBER: **26-029**

CATEGORY:

GOVERNANCE MEETING:

FINANCE MEETING: **August 25, 2026**

BOARD MEETING: **August 26, 2026**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **INTERIM CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

1.) Approve the request to renew the annual Agiloft Contract Management Software-as-a-Service (SaaS) licensing agreement for the period October 10, 2026, through October 09, 2027 (FY27) in the amount of $27,797.70.

NARRATIVE:

Agiloft is the Contract Lifecycle Management Platform utilized by Kids Hope Alliance to electronically manage contracts, procurement memos, single source awards and related documentation. Since deployment in FY2022 it has led to significant efficiencies over hard copy contracts and wet signatures integrating workflows, reviews and approvals with COJ procurement, Office of General Council, KHA departments and KHA senior staff while leveraging embedded DocuSign to quickly allow providers to sign and retain finalized contracts.

Additionally, Kids Hope Alliance has realized other benefits from the Centralized Contract Repository, contract and notification templates, clause library, Single Sign On (SSO) integration with the COJ network while ensuring a SOC 1 Type II certification which supports the City of Jacksonville's Technology Solutions Department's preferred security standards and KHA NIST 2.0 CSF best practices.

Includes hosted production licenses (15 Assigned, 5 Floating) and external portal license service.

This Agiloft licensing renewal applies to the Contract Lifecycle Management solution currently deployed at KHA. Because the renewal can only be procured directly from Agiloft, Inc., the purchase qualifies as a Single Source procurement and may be approved in accordance with the Single Source Code and associated procedures.

STRATEGIC GOAL & ELEMENT:
Efficient contract management helps ensure services are ready and timely as needed.

FISCAL IMPACT:
The total cost to license Agiloft Contract Lifecycle Management is $27,797.70.

OPTIONS:

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

Board Secretary's 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 ACTION ITEM: **AUTHORIZATION OF FUNDING ADJUSTMENT FOR 2026 FIELD TRIP ENHANCEMENTS – SKATE CITY JACKSONVILLE**

BOARD ACTION NUMBER: **26-030**

CATEGORY:

GOVERNANCE MEETING:

FINANCE MEETING: **AUGUST 25, 2026**

BOARD MEETING: **AUGUST 26, 2026**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **INTERIM CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

1.) Approve the reallocation of funds, in an amount not to exceed $6,500, to support additional summer field trips provided by Skate City Jacksonville. The Board is further asked to authorize the Chief Executive Officer (CEO) to execute any necessary adjustments to agreements or documents required to implement this funding shift.

NARRATIVE:
Skate City Jacksonville is a contracted 2026 Field Trip Enhancement vendor.

KHA has identified unused seats originally allocated to other vendors. These unused resources allow KHA to reallocate up to $6,500 to Skate City Jacksonville to cover the cost of 325 additional students already served through summer field trip activities. This ensures full use of available dollars and does not require any new funding.

Historically, similar reallocations were handled through CEO Delegation authority. However, due to recent updates to Board policy that lowered the CEO's delegation threshold, this adjustment now requires Board approval. Presenting this item for voting ensures transparency and formal documentation of the reallocation. Going forward, future Field Trip Enhancement action items will include language requesting Board approval for reallocations when appropriate, ensuring consistent oversight and alignment with updated Board policy.

STRATEGIC GOAL & ELEMENT:
Promote youth engagement, expand access to enrichment opportunities, and optimize program resources. This action supports KHA's strategic priorities of enhancing program delivery, ensuring efficient use of funds, and improving service reach across Jacksonville.

FISCAL IMPACT:
Funds not to exceed $6,500 will be reallocated from unused seats previously designated for other vendors. No additional funding is being requested.

OPTIONS:

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

Board Secretary's 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 ACTION ITEM: **NOVUS INSIGHT INC. CONTRACT RENEWAL**

BOARD ACTION NUMBER: **26-031**

CATEGORY:

GOVERNANCE MEETING:

FINANCE MEETING: **August 25, 2026**

BOARD MEETING: **August 26, 2026**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **INTERIM CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

1.) Approve the request to utilize the third (3rd) renewal option with Novus Insight, Inc. for Security, Privacy Assessment, and Framework in the amount of $38,425.00. The period of service is from October 1, 2026, through September 30, 2027.

NARRATIVE:

Kids Hope Alliance relies on Novus Insight for cybersecurity, data privacy, and provider security advisory services that support KHA's contractual, regulatory, and operational obligations. This updated agreement represents the next phase of the program, shifting from initial development to long-term sustainability and maturity.

Under this agreement, Novus will continue to:

- Provide strategic cybersecurity, privacy, and governance advisory assistance to KHA leadership.
- Maintain annual planning, reviews, priority registers, and governance workflows.
- Support the Data Security & Privacy Addendum, provider compliance efforts, self-assessments, training, template updates, and aggregated findings analysis.
- Lead community partner alignment efforts to strengthen provider capacity and resource coordination.
- Review and update KHA's AI Security & Governance Framework and Acceptable Use Policy.
- Facilitate **two tabletop incident response exercises per year** (six total).
- Conduct **one annual NIST CSF 2.0 gap assessment** and roadmap update each contract year.

- Monitor applicable Florida statutes, DCPS privacy requirements, and provide recommended updates (advisory only).

STRATEGIC GOAL & ELEMENT:
Strengthen cybersecurity, data privacy, and AI governance practices to reduce risk, improve provider capacity, support compliance, and ensure reliable operations across KHA's community network.

FISCAL IMPACT:
Annual Cost $38,425.00

OPTIONS:

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

Board Secretary's 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: ____

CYBERSECURITY & DATA PRIVACY ASSISTANCE AGREEMENT

2026-2029

Kids Hope Alliance

Three-year advisory and consulting agreement

Prepared for	Kids Hope Alliance, City of Jacksonville
Prepared by	Novus Insight
Agreement term	October 1, 2026 through September 30, 2029
Annual investment	$38,425 per year | $115,275 total

Purpose: Sustain and mature KHA’s cybersecurity, data privacy, provider security, and AI governance programs while aligning community partners and funding resources around practical risk reduction.

1. Agreement Overview

This agreement continues the cybersecurity and data privacy program initiated in 2022 and extended through the 2025-2026 continuation task order. The next phase shifts from program establishment to sustained governance, annual assessment, provider support, community alignment, and measurable improvement. Services will be delivered as an assistance and consulting agreement over three contract years.

Term	October 1, 2026 to September 30, 2029
Contract years	Year 1: Oct. 2026-Sep. 2027 Year 2: Oct. 2027-Sep. 2028 Year 3: Oct. 2028-Sep. 2029
Annual budget	$38,425
Three-year budget	$115,275
Service model	Annual program cycle with recurring governance, assessment, exercises, provider support, and advisory assistance

2. Objectives

- Sustain and mature KHA's cybersecurity and data privacy governance program.
- Continue implementation, administration, and improvement of KHA's Data Security and Privacy Addendum and related provider security initiatives.
- Advance continuous adoption of the NIST Cybersecurity Framework 2.0 through annual gap assessment, prioritization, and roadmap updates.
- Establish and maintain a practical AI Security and Governance Framework, including continued review of acceptable use expectations.
- Improve incident readiness through two facilitated tabletop exercises during each contract year.
- Align community partner organizations around shared data privacy, security, capacity-building, and resource needs.
- Use aggregated, de-identified findings from the Data Privacy Addendum program to inform the funding community and support requests for provider assistance.
- Monitor relevant Florida statutes and KHA's contractual data privacy obligations, including applicable Duval County Public Schools data privacy agreements.

3. Scope of Services

3.1 Program Governance and Advisory Assistance

- Provide ongoing strategic advisory assistance to KHA leadership for cybersecurity, data privacy, provider security, and related governance decisions.
- Maintain an annual work plan, priority register, and decision log for activities under this agreement.
- Conduct periodic program reviews with KHA stakeholders and update priorities based on risk, regulatory changes, provider needs, and available resources.

3.2 Data Privacy Addendum and Provider Security

- Continue support for the KHA Data Security and Privacy Addendum, provider guidance, supporting templates, self-assessment activities, attestations, and compliance improvement planning.

- Assist KHA with review of provider security information and aggregated program results. Novus will provide advisory support and analysis; KHA retains responsibility for award, enforcement, and contract decisions.
- Update provider-facing education, tools, and guidance as requirements, risks, and implementation lessons evolve. Conduct provider training sessions (up to 1 per quarter) on data privacy addendum content and KHA rollout plan.
- Use a supportive, capacity-building approach that recognizes provider size, maturity, and resource constraints.

3.3 Community Partner Alignment and Funding Support

- Coordinate with designated community partner organizations, including the Nonprofit Center of Northeast Florida, to align education, technical assistance, shared resources, and provider capacity-building efforts.
- Facilitate discussions with community partners to reduce duplication, identify shared priorities, and clarify roles in support of KHA's data privacy program.
- Analyze aggregated and de-identified Data Privacy Addendum program data to identify common gaps, estimated support needs, and funding priorities.
- Prepare funding-community briefing materials and supporting narratives that KHA may use to seek grants, sponsorships, pooled resources, or other assistance for provider security improvements.
- No provider-identifiable results will be shared with external parties unless specifically authorized by KHA.

3.4 AI Security and Governance Framework

- Develop and maintain an AI Security and Governance Framework appropriate for KHA's operational, contractual, and data privacy responsibilities.
- Address approved use, prohibited or higher-risk use, data handling, human review, vendor evaluation, accountability, incident reporting, and review cadence.
- Continue review and updating of KHA's Acceptable Use Policy and related guidance to address AI-enabled tools, changing technology use, and emerging risks.
- Provide practical implementation guidance and leadership education. Technical deployment or enforcement tooling is outside this scope unless separately authorized.

3.5 Incident Readiness and Tabletop Exercises

- Plan and facilitate two tabletop exercises per contract year, for a total of six exercises during the agreement term.
- Select scenarios annually with KHA. Scenarios may include internal incidents, provider or third-party breaches, SAMIS disruption, privacy events, AI misuse, business email compromise, ransomware, or other priority risks.
- For each exercise, provide planning, facilitation, an after-action summary, identified gaps, and prioritized recommendations.

3.6 NIST CSF 2.0 Continuous Adoption

- Conduct one annual NIST CSF 2.0 gap assessment during each contract year.
- Review progress against the prior year baseline, assess current governance and control maturity, and identify changed or emerging risks.
- Provide an annual assessment summary, prioritized gap register, and updated roadmap that distinguishes KHA responsibilities from responsibilities held by the City, platform providers, contractors, and other partners.
- Support KHA's continued adoption of the framework as an ongoing risk management process rather than a one-time certification activity.

3.7 Legal, Regulatory, and Contractual Monitoring

- Monitor relevant Florida statutes and regulatory developments affecting cybersecurity, breach response, personal information, student data, and KHA-funded provider obligations.

- Review alignment with applicable data privacy agreements, including Duval County Public Schools requirements, and identify changes that may affect KHA policies, provider requirements, or evidence expectations.
- Provide impact summaries and recommended program updates. This service is advisory and does not constitute legal advice.

4. Annual Delivery Cycle

Period	Primary Focus	Core Activities	Expected Outputs
Q1	Plan and assess	Annual work plan; NIST assessment launch; statutory and DPA review; partner alignment	Approved priorities; assessment evidence plan; partner coordination agenda
Q2	Exercise and govern	Tabletop 1; AI and acceptable use review; provider support analysis	After-action report; updated governance drafts; provider support priorities
Q3	Align and resource	Community partner coordination; DPA aggregate analysis; funding-community materials	De-identified findings; funding brief; resource alignment recommendations
Q4	Validate and close	Tabletop 2; NIST assessment completion; roadmap refresh; annual executive review	After-action report; annual gap assessment; updated roadmap; annual summary

5. Recurring Deliverables

Deliverable	Annual Cadence	Agreement Total
Annual program work plan and priority register	1 per year	3 total
NIST CSF 2.0 gap assessment and updated roadmap	1 per year	3 total
Incident response tabletop exercise and after-action report	2 per year	6 total
AI Security and Governance Framework review or update	1 per year	3 annual reviews
Acceptable Use Policy review and recommended updates	1 per year	3 annual reviews
Data Privacy Addendum and provider security program support	Ongoing	Annual program support
Community partner alignment and coordination	Periodic	Documented coordination and recommendations
De-identified DPA findings and funding-community brief	1 per year	3 annual briefs
Florida statute and applicable DPA monitoring summary	1 per year, plus material updates	3 annual summaries

6. Investment and Budget

The annual investment is maintained at the same total as the 2025-2026 continuation task order. The budget is structured as an annual program allocation, allowing KHA and Novus to adjust effort among workstreams as priorities evolve, provided the annual not-to-exceed amount is not exceeded without written authorization.

Annual Workstream Allocation	Annual Budget
Program governance, DPA support, provider security, and partner alignment	$8,480

Two tabletop exercises and after-action reporting	$10,600
Annual NIST CSF 2.0 gap assessment and roadmap	$10,335
AI governance and Acceptable Use Policy review	$4,010
Statutory, contractual, DPA, data analysis, and funding-community support	$5,000
Annual total	**$38,425**

Contract Year 1: Oct. 2026-Sep. 2027	$38,425
Contract Year 2: Oct. 2027-Sep. 2028	$38,425
Contract Year 3: Oct. 2028-Sep. 2029	$38,425
Three-year not-to-exceed total	**$115,275**

7. Roles and Responsibilities

Novus Insight Responsibilities

- Provide qualified cybersecurity, privacy, governance, and project resources appropriate to each activity.
- Coordinate the annual work plan, facilitate agreed activities, and produce the deliverables identified in this agreement.
- Protect provider-specific and KHA information received during the engagement and use de-identified, aggregated information for external funding materials unless KHA authorizes otherwise.
- Identify material scope, schedule, dependency, or budget concerns promptly.

KHA Responsibilities

- Designate an executive sponsor and operational point of contact.
- Provide timely access to relevant policies, agreements, prior assessments, provider program data, and stakeholders.
- Coordinate participation by City, DCPS, platform, provider, legal, procurement, and community partner representatives as needed.
- Review deliverables and provide consolidated feedback.
- Retain decision authority for policy adoption, provider compliance, contract enforcement, funding requests, and external communications.

8. Assumptions and Dependencies

- Work will be prioritized jointly within the annual not-to-exceed budget.
- The scope supports program governance and advisory assistance, not continuous operational ownership of KHA or provider security functions.
- Community partner participation and funding-community engagement depend on availability and willingness of third parties.
- DPA data supplied for analysis will be accurate, sufficiently complete, and handled in accordance with KHA direction.
- Recommendations involving law or contract interpretation should be reviewed by qualified legal counsel.

9. Key Risks

- Limited stakeholder or provider participation may reduce the quality of assessments, exercises, and alignment activities.
- Incomplete or inconsistent provider data may limit conclusions and weaken funding requests.
- Changes in Florida law, DCPS agreements, City requirements, technology, or AI use may require reprioritization within the annual budget.
- Community funding is not guaranteed. Novus will support analysis and materials but does not guarantee grant, philanthropic, or partner funding.
- Failure to act on identified gaps may leave KHA or provider risks unresolved even when advisory deliverables are completed.

10. Out of Scope

- Technical implementation or remediation of security controls for KHA or provider organizations.
- Managed security monitoring, real-time alerting, incident response retainer services, digital forensics, or breach counsel.
- Penetration testing, vulnerability scanning, code review, or formal compliance certification.
- Legal advice, legal opinions, or representation.
- Provider audits performed as an independent assessor or enforcement decisions on behalf of KHA.
- Grant writing, grant administration, or fundraising campaign management beyond the annual funding-community brief and related advisory support.
- Procurement of hardware, software, insurance, or third-party services unless separately quoted and authorized.

11. Acceptance and Change Management

KHA will review submitted deliverables and provide consolidated feedback within a mutually reasonable review period. Material changes to the term, annual budget, number of recurring deliverables, or out-of-scope services require written authorization. Workstream allocations may be shifted within a contract year by mutual agreement without changing the annual not-to-exceed amount.

BOARD ACTION ITEM:	**AUTHORIZATION OF CONTRACT REDUCTION – UNIVERSITY OF NORTH FLORIDA BOARD OF TRUSTEES/FIE**
BOARD ACTION NUMBER:	**26-032**

CATEGORY:

GOVERNANCE MEETING:	
FINANCE MEETING:	**AUGUST 25, 2026**
BOARD MEETING:	**AUGUST 26, 2026**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **INTERIM CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

1.) Approve a reduction to the contract with the University of North Florida Board of Trustees/FIE, in an amount not to exceed **$51,800.00.** This reduction reflects services not delivered as described in the contract scope. The Board is further asked to authorize the Chief Executive Officer (CEO) to execute any necessary amendments or documents required to implement this adjustment.

NARRATIVE:

The University of North Florida Board of Trustees/FIE implements the *Jax S.O.A.R.S.* program, designed to close opportunity-to-learn gaps and advance reading success for participating youth. The program complements in-school learning and is partnered with Ramona Elementary.

During the summer program term, literacy services were not provided to Ramona Elementary as outlined in the approved scope of work. As a result, the program did not incur the associated expenses for those activities. Therefore, Kids Hope Alliance is requesting a contract reduction of **$51,800.00** to align funding with services rendered.

STRATEGIC GOAL & ELEMENT:

This action ensures accountability and proper stewardship of public funds. It supports KHA's strategic priorities of optimizing program resources, maintaining contract compliance, and ensuring that taxpayer dollars are invested in programs delivering the intended impact for Jacksonville youth.

FISCAL IMPACT:

Reduction of contract expenditures in the amount of **$51,800.00**. No additional funds are requested.

OPTIONS:

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

Board Secretary's 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: ______________________________

KIDS HOPE ALLIANCE

KHA Board Meeting

Interim CEO Report August 26, 2026

This Month's Provider Visits

- Boys & Girls Club McKenzie's Camp Deep Pond
- Skate Station with Dayspring
- CISV FACES Summer Program

Most camps ended July 17.

Most after school programs began August 17.

Back to School Giveaway

Matthew Gilbert

August 6

OIG Reports

Daniel Memorial

Case #2026-0057

Contract #70653-23

- Unable to meet all deliverables but percentage of deliverable acceptable to receive reimbursement
- No discrepancies that warranted breach of contract
- OIG deemed matter closed

Wealth Watchers

Case #2026-0053

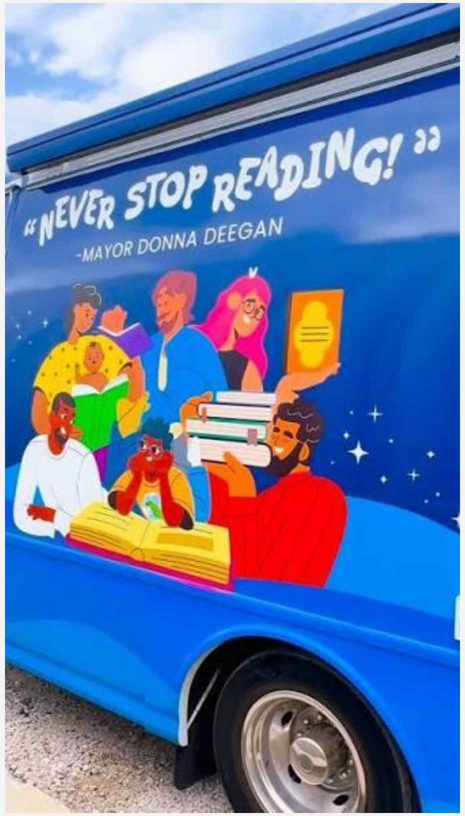
Contract #70754-23

- Minimum credentials not checked in second year of contract
- Discrepancies in site visit date
- OIG deemed matter closed

July Noncompliance List

Organization	Site Name	Compliance Issue	Resolution
America's Little Leaders **(No Change)**	America's Little Leaders	Certificate of Insurance (COI) issues and outstanding advance of $7,439.10. Provider no longer responding to emails or phone calls.	Provider is no longer operating. Advance payback has been escalated to the City of Jacksonville Legal Department and the Council Auditor’s Office for further guidance.
Made A Way Foundation **(Updated)**	Made A Way Foundation	COJ Chapter 118 Non-Compliance List for Grants Compliance	**On City Council Agenda for 8/25 to cure audit issue.** Holding on contract renewal for 2026-27.
West Jax Restoration Center **(Updated)**	West Jax Restoration Center	The required insurance was terminated prior to the policy expiration date – **the COI as submitted has not been approved.**	**Provider contract not renewed for FY26/27**
Visionary Dreamers **(Updated)**	Visionary Dreamers	COI Issues – Insurance Terminated 10/15/2025	**The provider has agreed to reimburse KHA a total of $2,088.66, representing the full amount of payments received during the lapse period.**
YMCA **(Recurring)**	Tiger Academy	Reimbursement documentation discrepancies. **Inconsistencies in attendance sign-in sheets (excessive mark-throughs).**	**The Corrective Action Plan will be extended into FY26/27.**

July Purchases by CEO under Delegated Authority



Vendor	Amount	Purchase	Purpose
All About Blinds	$4,300.00	Blinds	First Floor Lobby
Scholastic Books	$3,189.00	Books	Book order for River City Readers Bookmobile
Firehouse Subs	$2,169.69	Food	Lunch items for Historic Eastside Back to School Event

All contracts listed above were executed under the authority delegated to the CEO by the Board. Each expenditure aligns with organizational priorities and complies with established procurement and financial policies.

Upcoming Meetings & Events

- August 26 – TBA
  - *City Council KHA Budget Review*
- August 27– 6:00 pm – Mandarin High
  - *Mayor's Budget Town Hall*
- September 1 – 6:00 pm – Ortega Elem
  - *Mayor's Budget Town Hall*
- September 8
  - *5:00 pm - City Council Meeting*
  - *6:00 pm – Mayor's Budget Town Hall – Terry Parker HS*
- September 22 – 5:00 pm
  - *City Council Meeting*


Mission Moment