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**May Finance Meeting Minutes**

**May 21, 2025, 10:00 a.m. – 11:00a.m.**

1. **Introductions and Instructions**

Cynthia Nixon, Finance Chair

 Cynthia Nixon called the meeting to order at 10:10 a.m.

 Members Present – Carson Tranquille, Kevin Gay, Cynthia Nixon, Marsha Oliver

1. **Public Comments**

Mrs. Nixon explained that 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.

1. **Approval of March Minutes**

Cynthia Nixon, Finance Chair

Mrs. Nixon asked if there were any revisions to the March minutes. There were none.

Motion: Kevin Gay

Second: Carson Tranquille

Approved: 3-0

1. **New Business**

Dr. Saralyn Grass, Chief Executive Officer

Kenneth Darity, Chief Administrative Officer

Rodger Belcher, Chief Strategy Officer

1. Juvenile Justice Diversion RFP

Mr. Darity provided an overview of the Juvenile Justice Diversion RFP. He indicated that

the fiscal impact is $1,400,000.00. It is a one year contract with four renewal options. The anticipated start date for the contract is December 2025.

Dr. Grass indicated that the provider must possess a minimum of two years experience and at least 50 youth have been touched by the Juvenile Justice System. The Partnership for Child Health currently provides these services, collaborating with youth to conduct assessments and deliver necessary support, which encompasses educational, mental health, and substance abuse services. RFP applications are evaluated by KHA staff; however, Board members with related experience may serve in an advisory capacity.

Mrs. Nixon asked for a motion to approve this action item.

Motion: Kevin Gay

Second: Carson Tranquille

Approved: 3-0

1. Grant Application: Advancing Mobility Rapid Grant

Dr. Grass explained that the National League of Cities has provided a grant opportunity aimed at enhancing the RealSense program operated by United Way. This initiative offers complimentary tax assistance to the community and will focus on outreach efforts directed at low-income families who stand to benefit from the earned income tax credit and the child tax credit.

If KHA is awarded the grant, we would receive $20,000 which would go to United Way for marketing purposes. The marketing campaign advertises through billboards, bus stops, and digital platforms. Partners include the United Way’s RealSense program, Internal Revenue Service, local colleges, and community organizations.

Mrs. Nixon asked for a motion to approve this action item.

Motion: Carson Tranquille

Second: Kevin Gay

Approved: 3-0

1. SIPPRA Wing Office Space Lease

Mr. Belcher asked the committee to approve the filing of legislation to City Council to authorize a new four-year lease agreement with three SIPPRA funded service providers which include the Angel Kids Foundation, Children’s Home Society, and Family Learning

Partnership. Angel Kids provides pediatric and mental health services to Medicaid recipients and will reduce emergency room visits. These new leases will align with the contract cycle for the SIPPRA grant administered by KHA and funded through the U.S. Treasury department. The initial lease term would be July 1, 2025, through June 30, 2026, and is renewable for up to 3 additional years. This space is located on the south wing of the KHA building.

After some discussion, Ms. Nixon asked for a motion.

 Motion: Kevin Gay

Second: Carson Tranquille

Approved: 3-0

1. Lutheran Services Florida New Lease

Dr. Grass asked the Board to approve the filing of legislation asking the City Council

to approve a new five-year lease agreement with Lutheran Services Florida (LSF) for the use of the Don Brewer Center and a portion of the administrative building, starting

July 1, 2025. The initial lease agreement will go through June 30, 2026, and be renewable for an additional four (4) years through April 31, 2030.

Mrs. Nixon asked for a motion to approve this action item.

 Motion: Kevin Gay

Second: Carson Tranquille

Approved: 3-0

1. Jax. Journey Forward Ratification of Contract Additions

The Jacksonville Journey Forward Committee convened on May 1st to finalize their

expenditures for the 2024-2025 fiscal year. As part of their priorities, they voted to allocate additional funds to four of KHA’s existing contracts. The board is asked to ratify the below four actions to proceed with procurement and implementation:

1. **$50,000 to Family Support Services’ Hope Centers**: This will be included in their

renewal contract starting July 1, 2024, through June 30, 2025. The funds will allow the

Hope Centers, currently providing wraparound services at the Emmett Reed Park Center,

to explore extending services to the Kennedy Center.

2. **$100,000 to Partnership for Child Health’s Hope Court Contract**: This funding will be added to their contract starting June 1, 2024, through May 31, 2025. The program will offer a pre-court assessment and mental health support to better prepare children before they reach court.

3. **$30,000 to Read USA**: This amount will be added to their renewal contract starting June 1, 2024, through May 31, 2025. The funds will support additional tutoring and help

sustain programming affected by the loss of AmeriCorps funding.

1. **$350,000 to the University of North Florida’s Florida Institute for Education (FIE) SOARS Program**: This funding will be included in their renewal contract starting July 1, 2024,through May 31, 2026. The SOARS Program collaborates with two Westside schools (Hyde Park and Ramona Blvd) to provide enhanced literacy support during the summer through Boys & Girls Club programs, as well as family engagement activities and a book club throughout the year.

After some discussion, Ms. Nixon asked for a motion to approve this action item:

Motion: Carson Tranquille

Second: Kevin Gay

Approved: 3-0

1. **Finance Activities**

Dr. Saralyn Grass, Chief Executive Officer

Cynthia Nixon, Finance Chair

Jessica Pitts, Finance Director

1. Financials w/ year end projections
2. Criminal Justice Reinvestment Grant

Ms. Pitts presented a summary of the financial reports, highlighting the year-end projections. In response, Ms. Nixon requested a review of the criteria to qualify for Youth Travel Trust Funds, suggesting that any necessary changes be implemented at the beginning of the new budget year in October. Additionally, Dr. Grass indicated her plan to assess the criteria for all KHA trust funds.

1. **Public Comments**

Ms. Oliver reminded the committee that nominations for Board Officers will take place during the June Board meeting, and she encouraged everyone to start considering potential candidates.

1. **Adjourn**

Ms. Nixon adjourned the meeting at 11:40 a.m.