



**GOVERNANCE COMMITTEE MEETING SUMMARY**  
**March 4, 2019**  
**1:00 PM – 2:30 PM**

**Voting Board Attendees:**

Dr. Barbara Darby, Committee Chair  
Rebekah Davis  
Kevin Gay

**Staff:**

Joe Peppers, Mary Tobin Adam Miller, Cynthia Nixon, Dae Lyn Helm, Delores Williams, Jennifer Blalock, John Everett, Kenneth Darity, and Najeera Johnson

**COJ Staff:**

Julia Davis, Office of General Counsel

**Guest(s):**

Ayesha Covington, Terri Florio

**Call to Order**

The Governance Committee meeting was called to order at 1:01 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today and gave instructions for evacuation in the event of an emergency. Dr. Darby asked for a motion to approve the Governance Summary. Ms. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. With none being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion passed.

**Governance Report and Work plan**

Dr. Darby stated that the work plan has been updated to reflect items that have been completed in green and the tracker sheet with progress dates. Dr. Darby asked if anyone had any questions. Mr. Peppers stated that there will be a Program Committee chaired by Donna Orender. His projected start date is sometime in May. Dr. Blalock spoke about the process to have action items brought through each committee before going to the Board.

**Action Items**

**Dr. Jennifer Blalock introduced the item Small Grants Fund Application**

Dr. Blalock stated that like with the Stop the Violence Mini Grants these funds will be no more than \$5,000 and awarded until all funds are expended. Using the Travel Trust Funds policy as a guide Dr. Blalock put together an application for the mini grant awards. There was extensive discussion on the application and the introduction of legislation to appropriate the funds. Mr.



Gay made a motion to approve the proposed process and Ms. Davis seconded it. The Committee had further discussion on the board requirements and the evaluation metrics. Dr. Darby stated if it is to be like the Stop the Violence Mini grants then there are other requirements that need to be considered such as: who will evaluate the applications, Risk Management's involvement, cost reimbursement and the advance of funds. There was conversation on the Mini Grant cycle and setting a cut-off for the scores.

There was discussion on making sure that the Sunshine laws are followed. Dr. Darby asked for a motion to amend the requested action item. Mr. Kevin amended the motion to request that staff addresses the additional areas surfaced in the discussion and return a revised process. Ms. Davis seconded it. Dr. Darby stated that staff needs to eliminate the request to introduce legislation to appropriate the grant funds as it is not needed. There needs to be weight assigned to the application sections, a timeline for the launch of the Mini Grants, will there be waivers, if any from Risk Management, who will be the evaluators. Mr. Peppers and Dr. Darby discussed the difference between the Youth Travel Trust and the Stop the Violence Mini Grants and their processes and which one this replicates. The amendment was approved and so was the motion as amended. Dr. Darby stated that the Governance Committee will need to review the final changes before it goes to the Board.

#### **Adam Miller introduced the item Youth Travel Trust Fund**

Mr. Miller stated that updates have been made to the Ordinance language and that legislation has been filed to get approval of the changes. Mr. Miller has been working closely with the Office of General Counsel.

Mr. Gay made the motion and Ms. Davis seconded it. Dr. Darby opened the floor for further discussion and public comments. Dr. Darby asked for clarification on the language on page 1, part B. There was discussion on the max amount that can be placed in the Youth Travel Trust and if this amount can be more. There was also discussion concerning if the funds will lapse or rollover. After all discussion, the Committee amended the motion to remove the cap amount.

With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of "aye". All were in favor of the amendment and the motion as amended.

#### **Dae Lynn Helm introduced Career Source of Northeast Florida Grant for Out of School Youth**

The Committee is asked to approve Kids Hope Alliance to apply for a grant through Career Source of Northeast Florida. The grant is designed to enhance programs that already provide out of school youth with innovative and hand on approaches. The Grant must be submitted by April 4, 2019.

Mr. Gay made the motion and Ms. Davis seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Gay asked who will be providing the funding. Dr. Darby asked if this is considered direct services. There was conversation around staffing, equipment and office space. Dr. Darby stated this could be used as in kind if the application does not specifically ask for match dollars. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of "aye". All were in favor and the motion was passed.



**Dae Lynn Helm introduced Partnership to Advance Youth Apprenticeship Grant.**

The Committee is asked to give Kids Hope Alliance approval to apply for grant funds to provide youth training and employment opportunities. This grant will help expand high quality youth apprenticeship programs and strengthening equitable outcomes for students, employers and communities. This grant is due by March 8, 2019.

Mr. Gay made the motion and Dr. Darby seconded it. Dr. Darby opened the floor for discussion and public comments. Dr. Darby stated that the in kind would be the same as the other grant. 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.

**Public Comment**

The Committee had discussion on the reasonable amount of time that the Board or Committee would need to prepare for a meeting. The expectations were that the Committee would need materials three days prior to the meeting and one week before a Board meeting and for a special meeting at least two days prior to the meeting. There was discussion on the length of time for the RFP and the procurement process.

Ayesha Covington concerned parent asked that the Committee hold programs and providers accountable to ensure that they are following Kids Hope Alliance guidelines.

**Adjourn**

The meeting was adjourned at 2:36 p.m.