

**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 school 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 comments 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 RFP which includes capacity building and is a joint effort between KHA and the Division of Grants and Compliance. The first year of the RFP will include capacity building, mentoring and workshops. Year 2 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.