

Kids Hope Alliance
The Jacksonville Partnership for Children, Youth and Families
1095 A. Philip Randolph Blvd.
Jacksonville, FL 32206

Board Meeting Minutes

Meeting Information

Date: January 15, 2020
Location: Jax Urban League
 903 Union St.

Board Member Attendance

Y	Kevin Gay- Chair	N	Tyra Tutor
Y	Dr. Barbara Darby	Y	Dr. Marvin Wells
Y	Rebekah Davis	Y	Donna Orender
Y	Rose Conry		

Advisory: Rob Mason, Office of the Public Defender; Laura Lothman, State Attorney Office; Andre Ayoub, Jax Sheriff's; Dana Kriznar, DCPS

City Staff: Julia Davis, Office of General Counsel; Johnny Gaffney, Mayor's Administration

KHA Staff: Dr. Saralyn Grass, Delores Williams, Cynthia Nixon, Travis Williams, Cory Armstrong, Joyce Watson, Lenora Wilson, Rodger Belcher, Lissette Maldonado, Tia Keitt, Tousha Allen, Sylvester Pinckney, Mary Nash, John Everett, Kenneth Darity

Guest: [1.15.2020 Guest sign in.pdf](#)

Agenda Items

Action/Outcome

CALL TO ORDER

Kevin Gay called the meeting to order at 10:03 am. Chairman Gay thanked everyone for coming and thanked Mr. Richard Danford for allowing KHA to host their meeting at Jax Urban League. Chairman Gay went over the emergency exit plan and explained that comment cards are available for anyone wishing to speak to any action item or for general comments at the conclusion of the meeting.

APPROVAL OF THE MINUTES

Chairman Gay asked for a motion to approve the December 18th board summary. Dr. Barbara Darby made the motion and Dr. Marvin Wells seconded it. Chairman Gay asked for discussion and public comments. With none being heard the motion to approve the summary was passed.

REPORT

Dr. Grass said once she receives the reports from the Board Retreat, she will email them to the Board members. Dr. Grass introduced Gregory Pease, Chief of Procurement, to give his presentation on the procurement process for all of the City's Request for Proposal (RFP's).

Mr. Pease gave an overview of the process, KHA role in the process, how bids work, scoring and evaluations and Chapter 126 of the City's Ordinance Code.

Things that KHA provide in the RFP

1. The minimum requirements
2. Scope of services
3. Evaluation Criteria
4. How they are weighted
5. Evaluators

Mr. Pease's gave some examples of making the process more simplified. KHA could reduce the amount of paper needed in the application, reduce the amount of information in the application. Mr. Pease talked about providing the evaluators with the tools they need to properly evaluate an application, provide training to the evaluators. The evaluators should be subject matter experts who are not bidding on the contracts and that contract managers should be evaluators. Mr. Pease said that all city proposals go through the same process. His department helps with the distribution of the applications process and collections of the application. His office is available to help anyone who needs it via email or a phone call.

Mr. Pease says his department is not responsible for scoring applications. Mr. Pease went over the make-up of the CSPEC committee, their roles, and responsibilities. Dr. Darby asked how long the RFP process takes, how is the CSPEC Committee chosen and Chapter 126 exceptions, if any.

Mr. Pease went over the time frame for advertising a bid, the waiver process and confidentiality forms.

Mr. Pease said applicants can check the status of awards by logging into the procurement website. Emails are sent out to inform bidders of any changes, extension or if there are any addendums. Bidders must ensure that they have correct email addresses.

CSPEC review and approval process





Procurement
process.pdf

Public comments

Bill Hailey talked about subcontracting.

Robin Rose talked about subject matter experts.

Sarah Alford talked about streamlining the process so that funds are distributed quicker.

<p>PRESENTATION</p>	<p>Debbie Verges, Verges Consultants, gave a presentation on Out of School Time RFP.</p> <p style="text-align: center;">  OST presentation.pdf </p> <p>Board Feedback</p> <ol style="list-style-type: none"> 1. Chairman Gay asked how behavior intertwines with the programs 2. Dr. Darby asked about the rate per child, minimum qualifications, who will provide the training, agencies performance and how will they be notified if they are not meeting services of their contracts, how are they going to tell us if the students are making progress. 3. How was it determined what the paid rate per child would be?
	<p>Dr. Grass gave a presentation on the Diversion RFP.</p> <p style="text-align: center;">  KHA Diversion PPT.pptx </p> <p>Board Feedback</p> <ol style="list-style-type: none"> 1. Mr. Gay wanted to make sure that diversion task force members' concerns and ideas have been properly vetted. 2. Ms. Lothman said that the State Attorney's office wants this transition to be as smooth as possible. The Task Force members, KHA staff and the State Attorney Office have taken their time planning this transition to KHA as to not interrupt the services to the youth. 3. Board members would like literacy, career readiness as a component of the RFP in keeping with the Essential Services Plan. 4. The assessment for youth will be more in-depth to ensure that they receive all necessary services to be successful.
<p>ADJOURN</p>	<p>Inclosing, Chairman Gay announced Cynthia Nixon, Director of KHA Finance Department would be leaving. Mr. Gay thanked Mrs. Nixon for everything she has done for KHA and the Board.</p> <p>Meeting adjourned at 11:58 am</p>

