

**THE JACKSONVILLE CHILDREN'S COMMISSION**  
**1095 A. Philip Randolph Blvd.**  
**Jacksonville, FL 32206**

**BOARD MEETING MINUTES**

<b>Meeting Information</b> <b>Date: June 15, 2011</b> <b>2<sup>nd</sup> Floor Board Room</b>	<b>Board Members Attendance</b>			
	<b>X</b>	<b>Dr. Anne T. Egan, Chair</b>		<b>Paul Saffell</b>
	<b>X</b>	<b>Dr. John Balog, Vice Chair</b>	<b>X</b>	<b>Tom Majdanics</b>
		<b>Bill Mason, Treasurer</b>	<b>X</b>	<b>Jill Smith</b>
	<b>X</b>	<b>Ken Wilson, Secretary</b>		<b>Cathie Shimp</b>
	<b>X</b>	<b>Gloriden Norris</b>	<b>X</b>	<b>Lee Harris</b>
	<b>X</b>	<b>Catrina Graham</b>		

**Also Present:** Ex-Officios: Paul Wright, DCPS, Dist. 4 JCC Staff: Linda Lanier, Kathryn Tucker, Cynthia Nixon, Dolly Dillin, Keri Corey.

Guests: Dr. Shannon Perry, BGCNEFL; Pat Hannan, Community Connections; Chad Burns, ELC of Duval; Leon Baxton, CIS; Sara Alford, BBBSNEFL; Joyce Couch, JHA.

<b>Agenda Item</b>	<b>Outcome/Action</b>
<b>Welcome and Call to Order</b>	Dr. Egan called the meeting to order at 12:05 and welcomed the members and guests.
<b>The Chair Person's Report</b>	Dr. Egan requested approval of the consent agenda which consisted of the minutes from the May 18, 2011 board meeting, the YTD finance report and child care enrollment report. John Balog made the motion; Lee Harris seconded, the motion passed.
<b>Finance Committee Report</b>	<p>Dr. Balog presented the Finance report which consisted of three (3) action items (attached):</p> <p><b>ACTION ITEM: FY10-11: Wayman Academy Budget Amendment.</b>  Members were asked to approve a contract budget amendment for Wayman Academy Team Up. The requested adjustments will allow the organization to properly spend down remaining dollars and help to maximize the outcomes of the program. The adjustment does not increase or decrease the contractual amount. Catrina Graham made the motion, Ken Wilson seconded, the motion passed. Gloriden Norris abstained from the vote.</p> <p><b>ACTION ITEM: FY10-11: Boys &amp; Girls Club, B.O.L.D. Contract Extension.</b>  Members were asked to approve a contract extension for the Boy's &amp; Girls Club B.O.L.D. Afterschool program. The requested adjustment will allow the organization to provide academic and enrichment activities through the Superintendent's Academy summer camp at S.P. Livingston and an out-of-school time summer program at Edward Waters College. The adjustment does not increase or decrease the contractual amount. Jill Smith made the motion, Catrina Graham seconded, the motion passed.</p> <p><b>ACTION ITEM: FY10-11: Agency Advances.</b>  Members were asked to approve advances to agencies that have been awarded grants funded by the Commission for summer camp contracts and contracts that begin July 1, 2011. This funding is part of the 10-11</p>

	<p>budget year, funds for the remaining quarters are part of the FY 11-12 budget. The board requested that this action be put into the contracts so the board does not need to re-visit it each year. Gloriden Norris made the motion, Lee Harris seconded, the motion passed.</p>
<p><b>Special Reports:</b> <b>Summer Camps Training</b></p>	<p>Keri Corey, Director of Workforce Development and Training gave the members an update on the training that took place for the summer camp program staff. Summer camps kicked off on June 13, the Children's Commission provided training to over 1,200 camp employees. Trainings were held at the commission and at the camps to better accommodate all of the programs.</p>
<p><b>CEO Report</b></p>	<p>Linda gave a brief update on the budget process, noting that as the new mayor works through the transition things could change but everything is on the table at this time. She indicated that the board will most likely have a July meeting which is currently scheduled after the budget is submitted to City Council.</p> <p>She also reported that the mayor's transition committees are hard at work gathering information for the new administration.</p> <p>Linda had an opportunity to speak with Mayor Peyton and with Mayor-elect Brown briefly at an event. Mayor-elect Brown is very interested in continuing the book club and being featured along with his sons in one of the up-coming editions.</p> <p>She provided the board with an article on Reading Proficiency at the 3<sup>rd</sup> grade level and how that particular benchmark is the point where long-term reading success is typically determined.</p>
<p><b>Old Business</b></p>	<p>Tobacco Free Jacksonville: Smoke Free Cars Resolution – though the members feel the issue is important, they agreed that it is not the purview of this board to pass these types of resolutions. The board chose to take no action.</p>
<p><b>Adjourn</b></p>	<p>There being no further business, Dr. Egan adjourned the meeting at 1:20pm.</p>

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**BOARD ACTION ITEM****FY 10-11: WAYMAN ACADEMY TEAM UP BUDGET AMENDMENT****MEETING DATE: 06/15//2011**

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**TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS****FROM: LINDA LANIER, EXECUTIVE DIRECTOR**

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**REQUESTED ACTION:**

The Board is asked to approve a budget amendment for Wayman Academy Team Up. The agency is requesting the adjustment of specified line items, one of which exceeds the 10% allowable threshold. This amendment does not increase or decrease the contract amount.

**NARRATIVE:**

The Children's Commission contracts with Wayman Academy for an out-of school time Team Up program at Wayman Academy of the Arts. The requested adjustments will allow the organization to properly spend down remaining dollars while maximizing the outcomes of the program. Below is a list of the changes that are currently being requested.

<b>Wayman Academy of the Arts Team Up</b>				
<b>Budget Amendment #1 Dated 06-01-11</b>				
<b>Line Items Reduced</b>	<b>Original</b>		<b>Revised</b>	<b>- Transfer</b>
Salary & Benefits	\$86,248.00		\$79,494.00	-\$6,754.00
Program Consultants & Contractual	\$950.00		\$799.00	-\$151.00
Conferences & Staff Development	\$1,000.00		\$342.00	-\$658.00
				<b>-\$7,563.00</b>
<b>Line Items Increased</b>	<b>Original</b>		<b>Revised</b>	<b>+Transfer</b>
Office Expenses-Telephone	\$1,250.00		\$1,562.00	+\$312.00
Office Expenses-copying	\$100.00		\$400.00	+\$300.00
Other Allowable Costs	\$2,283.00		\$2,939.00	+\$656.00
Local Mileage Reimbursement	\$1,100.00		\$1,200.00	+\$100.00
Allocated Management & General	\$4,639.00		\$10,834.00	+\$6,195.00
				<b>+\$7,563.00</b>

**FISCAL IMPACT:**

There is no fiscal impact.

**GOVERNANCE/PROGRAM IMPACT:**

The board must approve all contract changes, even when there is no change in the overall dollar amount of the contract.

**OPTIONS:**

1. Vote to approve the contract amendment.
2. Vote to decline.

**STAFF RECOMMENDATION:**

Staff recommends approval.

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**BOARD ACTION ITEM**

**FY 10-11: BOYS & GIRLS CLUB B.O.L.D. PROGRAM**  
**OUT-OF-SCHOOL TIME CONTRACT EXTENSION**

**MEETING DATE: 06/15//2011**

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**TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS**  
**FROM: LINDA LANIER, EXECUTIVE DIRECTOR**

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**REQUESTED ACTION:**

The Board is asked to approve a contract extension for Boy's and Girl's Clubs B.O.L.D. Afterschool program from June 30 to July 29. The agency is requesting an additional month to spend down the contracted amount. This extension does not increase or decrease the contract amount.

**NARRATIVE:**

The Children's Commission contracts with Boy's and Girl's Club of Northeast Florida for an out-of school time program at S.P. Livingston Elementary and Butler Middle schools. The requested adjustments will allow the organization to properly spend down remaining funds to provide academic and enrichment activities during the summer. Boy's and Girls' Club will provide services to the Superintendent's Academy summer camp at S.P. Livingston elementary. In addition, Boys and Girls Clubs will provide a summer camp at Edward Waters College for middle school students. Both summer camps will operate for six weeks. Below is a list of the changes that are currently being requested.

B.O.L.D. Program Contract Extension					
Categories and Line Items	Original Budget		Revised Budget		Difference
Salaries and Wages	\$	366,634.00	\$	347,080.00	\$ (19,554.00)
Consultants and Contractual	\$	94,224.00	\$	109,880.00	\$ 15,656.00
Program Supplies & Assistance	\$	7,600.00	\$	7,600.00	\$ -
Office Expenses	\$	4,092.00	\$	4,468.00	\$ 376.00
Capital Outlay	\$	-	\$	-	
Equipment Rental & Maintenance	\$	798.00		728	\$ (70.00)
Insurance	\$	2,295.00	\$	3,015.00	\$ 720.00
Professional Development	\$	-	\$	-	\$ -
Other Operating	\$	10,964.00	\$	13,836.00	\$ 2,872.00
Indirect Costs	\$	58,393.00	\$	58,393.00	\$ -
TOTAL	\$	545,000.00	\$	545,000.00	\$ -

Salaries and Wages decreased by \$19,554 to cover the cost in other areas.

Consultants & Contractual was increased by \$15,656 to cover the cost to provide bus transportation.

Office Expenses was increased by \$376 to assist with needed supplies.

Equipment Rental & Maintenance was decreased by \$70 to assist with the cost in other areas.

Insurance was increased by \$720 to cover additional insurance requirements.

Other Operating was increased by \$2,872 to cover the costs for field trips.

**FISCAL IMPACT:**

There is no fiscal impact.

**GOVERNANCE/PROGRAM IMPACT:**

The board must approve all contract changes, even when there is no change in the overall dollar amount of the contract.

**OPTIONS:**

1. Vote to approve the contract extension.
2. Vote to decline.

**STAFF RECOMMENDATION:**

Staff recommends approval.

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**BOARD ACTION ITEM****FY 10-11: AGENCY ADVANCES****BOARD MEETING DATE: 06/15/11**

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**TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS****FROM: LINDA LANIER, EXECUTIVE DIRECTOR**

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**REQUESTED ACTION**

The Board is asked to consider approving advances to agencies that have been awarded grants funded by Jacksonville Children's Commission for summer camp contracts and contracts that begin July 1, 2011.

- Summer camp providers will receive advance of 50% of their total contract amount. Balance amounts will be reconciled with camp attendance records. Agencies will receive 25% of their total contract amount. The advance amount is reconciled in the third quarter of each contract year.

**NARRATIVE**

Section 51.105. Fiscal authority of Commission states:

The Commission is authorized to and shall direct the expenditure of all funds annually budgeted and appropriated to fund children's services and programs related thereto. Notwithstanding any other ordinance to the contrary, the Jacksonville Children's Commission may make partial advance funding payments to agencies which need such advance funding to commence provision of services for children's programs. Determination of such need shall be made by the Jacksonville Children's Commission, as a collegial body at a public meeting."

**FISCAL IMPACT**

Funding for all summer camps is included in the current FY 10-11 Commission budget.

The funding for agency contract advances (25%) is part of the Commission's FY 10-11 budget that was approved by the Commission board and City Council. Funds for the remaining quarters of the contracts are part of the FY 2011-12 budget.

**GOVERNANCE/PROGRAM IMPACT**

As non profit agencies that are often operating with very little in reserve funds, these contracted organizations need advance funding to begin their programs. There is no governance impact to the Commission.

**OPTIONS**

1. Vote to approve the advances
2. Vote to decline.

**STAFF RECOMMENDATION**

Staff recommends approval.