

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

BOARD MEETING MINUTES

Meeting Information Date: August 17, 2011 2nd Floor Board Room	Board Members Attendance			
		Anne T. Egan, M.D., Chair	X	Paul Saffell
	X	John Balog, Ph.D., Vice Chair	X	Tom Majdanics
	X	Bill Mason, III, Ed.D., Treasurer	X	Jill Smith
	X	Ken Wilson, Secretary		Cathie Shimp
		Gloriden Norris		Lee Harris
	X	Catrina Graham, PharmD.		

Also Present: Ex-Officios: Dr. Johnny Gaffney, City Council; Nancy Driecer, DCF; Roslyn Phillips, Rec. & Community Services JCC Staff: Linda Lanier, Kathryn Tucker, Cynthia Nixon, John Kabat, Dolly Dillin, Joyce Watson, Kenneth Darity

Guests: Chad Burns, ELC; Michael Kuhr, Community Connections; Janice Ancrum, Community Connections; Steve Gilbert, BBBSNEFL; Lt. D.M. Mitchell, PAL; Shannon Perry, BGCNF; Leon Baxton, CIS; Renee Naughton, PAL; Davy Parrish, The Bridge; Jim Clark, Daniel; Eric Williams, YMCA FL First Coast; Guy Parker, Child Guidance Center

Agenda Item	Outcome/Action
Welcome and Call to Order	Dr. John Balog, Vice-Chair called the meeting to order at 12:10 pm. He welcomed Dr. Johnny Gaffney to the meeting as the City Council representative for FY 11-12.
The Chair Person's Report	<p>Dr. Balog asked for approval of the consent agenda which consists of the minutes of the July 20, 2011 board meeting. The finance committee did not meet this month; therefore there were no financial reports or meeting notes to approve.</p> <p>Dr. Balog then asked Dr. Catrina Graham to give the report (attached) from the Nominating Committee.</p>
Nominating Committee Report	<p>The nominating committee consisted of Anne Egan, M.D., Catrina Graham, PharmD., Gloriden Norris. They met with Linda Lanier on August 4, 2011 and proposed slate of officers for FY11-12 as follows: Chair: Ken Wilson Vice Chair: John Balog, Ph. D. Treasurer: Bill Mason, III, Ed.D. Secretary: Jill Smith</p> <p>Dr. Balog asked for a motion to approve the slate of officers as presented. Paul Saffell made the motion, Tom Majdanics seconded, the motion passed.</p> <p>The nominating committee also recommended that a representative from the Early Learning Coalition of Duval be added to the board as an advisory member. ELC was founded in 2001 and provides \$30 million in funding to the Commission for child care programs. Adding a representative would provide the board with a broader base of information from the early learning system which is one of the Commission's core services. Tom Majdanics made the motion, Jill Smith seconded, the motion passed.</p>

Finance Committee Report	<p>Dr. Bill Mason presented the finance report which consisted of two (2) action items (attached) as follows:</p> <p>ACTION ITEM: FY11-12: Child Guidance, Late Invoice Forgiveness The board is asked to approve forgiving the late, fourth quarter invoices submitted by Child Guidance Center, Inc. This was a one-time anomaly by this organization due to a leadership change in their finance department as well as a change in their payroll provider. Both of these events required staff training and orientation resulting in late submission of invoices. Staff recommends approval of the forgiveness request. Jill Smith made the motion, Paul Saffell seconded the motion was approved.</p> <p>ACTION ITEM: FY11-12: Community Music School Michael Jackson Scholarships The Board is asked to approve the distribution of \$3,067 from the MJ Music Scholarship Fund to the Community Music School of Jacksonville to support 3 scholarships for voice or instrumental students. This action was tabled at the July board meeting so staff could discuss with the provider how the scholarships were distributed and to ensure that one scholarship will be awarded to a student from the Northside of the city. The music school is located at the FSCJ south campus and the board wanted to also be assured that students awarded the scholarships had adequate transportation to that campus. The provider agreed to the distribution stipulation and assured the commission that transportation arrangements are worked out with the students, families and school officials. Paul Saffell made the motion, Catrina Graham seconded, the motion passed.</p>
CEO Report	<p>Linda Lanier presented the board with an overview of the afterschool redesign which includes the addition of 3 new TeamUp programs on the Westside and grant funding a PAL program at Mallison Park. The programs would be funded with dollars moved from programs being closed Lindsey Terrace, Courtney Manor, Kendall Court and Leigh Meadows due to a change in federal funding guidelines imposed on the owner (Vestcor Properties, Inc.) of these properties. The Westside of Jacksonville has been identified as troubled and in need of services, the staff feels the development of programs in this area of town is important at this point in time with 2 new intervene schools located in that area. The board is asked to allow the staff to move forward with the redesign plan. Dr. Balog asked for a motion, with the understanding that staff will bring funding recommendation for vendors to the finance committee for review and approval. Bill Mason made the motion; Ken Wilson seconded the motion passed.</p> <p>Linda Lanier also asked the board for clarification of their priorities in the event that further cuts were to be made by city council. Members reiterated their support for after school programs, especially the expansion on the Westside, as a priority funding area. Linda thanked members for this clarity, due to the fact that budget issues go very quickly at this time of year and there is often not enough time to convene board members for additional guidance.</p>

New Business	Ken Wilson, Board Secretary provided the board with a news article and report on summer camps field trips to Seamark Ranch in Green Cove Springs. Seamark Ranch is a residential home for children from families in crisis. The field trips were a chance for 400 children from urban Duval County to experience a rural farm environment, many having never been out of Jacksonville. It also afforded the youth residing at the ranch the opportunity to showcase skills they have learned, provide mentorship and contribute to a positive experience for other children.
Adjourn	There being no further business, Dr. Balog adjourned the meeting at 1:20 pm.

**JACKSONVILLE CHILDREN'S COMMISSION
NOMINATING COMMITTEE REPORT**

August 4, 2011

Nominating Committee members met on Thursday, August 4, 2011 at 1:15pm to discuss a slate of officers to serve one year terms for the Jacksonville Children's Commission.

Members Anne Egan, M.D., Catrina Graham, PharmD, Gloriden Norris and Linda Lanier discussed a proposal for a slate of officers for FY 2011-2012 and propose the following to the Board of Directors of the Jacksonville Children's Commission:

Chair	Ken Wilson
Vice Chair	John Balog, PhD.
Secretary	Jill Smith
Treasurer	Bill Mason, EdD

The nominating committee also considered adding a representative of the Early Learning Coalition to the board as an advisory member.

When the Commission was founded in 1994, funding agencies such as United Way and DCF were asked to appoint a representative as an ex-officio member of the board. The ELC was founded in 2001 and provides \$30 million in funding to the Commission for child care programs. Adding a representative from the ELC would provide the board with a broader base of information from the early learning system, which represents one of the Commission's core services.

The nominating committee members unanimously agreed to request full board approval to add an ELC representative as an advisory member of the board.

The meeting was adjourned at 2:45pm.

BOARD ACTION ITEM

FY 10-11: CHILD GUIDANCE CENTER, INCORPORATED; FORGIVENESS OF LATE INVOICES

BOARD MEETING DATE: 08/17/2011

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

REQUESTED ACTION:

The Board is asked to consider forgiving the late, fourth quarter invoices submitted by the Child Guidance Center, Inc. The agency's invoices were due on July 10 according to Commission policy, but they were not submitted until July 25, 2011. The agency reported that their Finance Director left their employment on June 30, 2011, and they also changed payroll providers at that time. The new payroll provider and staff needed several weeks to orient to the system resulting in the late submission of three invoices to the Commission.

NARRATIVE:

Effective July 1, 2010 the Board of Directors approved a late invoice policy. The penalty for late submission of SAMIS Invoice/Expenditure Report is a reduction to the current reimbursement request for each site as follows:

- Up to ten (10) days after the due date specified in the contract--5% reduction
- Eleven (11) days and up to thirty (30) days—10% reduction
- After thirty (30) days—10% reduction and the payment will be delayed until the next quarterly reimbursement request is submitted.

The policy also notes that repeated late submission of SAMIS Invoice/Expenditures Report can result in further corrective action and/or placement on probation or agency being restricted to lower contract funding in future.

If an agency has extenuating circumstances and wishes to seek a waiver to this policy, the agency must submit the request in writing. All requests for writing must be approved by the Finance Committee and Board.

FISCAL IMPACT:

	4TH QTR	5% REDUCTION	TOTAL AFTER REDUCTION
FSS ENGLEWOOD	\$130,536.33	\$6,526.82	\$124,009.51
FSS BEACHES	\$32,034.50	\$ 1,601.73	\$30,432.78
OUTPATIENT COUNSELING	\$44,901.50	\$2,245.08	\$42,656.43
TOTAL	\$207,472.33	\$10,373.62	\$197,098.71

PROGRAM IMPACT/GOVERNANCE:

If forgiveness is approved, the agency will receive \$207,472.33 in reimbursements for all 3 Programs.

If forgiveness is denied the agency will receive \$197,098.71 in reimbursements for all 3 Programs.

This action requires approval of the Finance Committee and Board of Directors.

OPTIONS:

1. Vote to forgive the late invoices
2. Decline to approve the request for forgiveness and utilize 5% penalty

STAFF RECOMMENDATION:

Staff recommends forgiveness of late invoices



JULY 27, 2011

Kenneth Darity,
Project Director, 21st CCLC
Jacksonville Children's Commission
1095 A Philip Randolph Blvd
Jacksonville, FL 32206

Dear Kenneth:

We are asking that JCC waive the 5% reduction in reimbursement for the late submission of the April-June, 2011 quarter.

Our Finance Assistant left on 6/30 and we changed payroll providers at the same time. Her loss at this crucial time meant finding and training her replacement.

The new payroll provider has required extensive staff training and class work away from the office to get on their system. We had to accomplish most of this in the first 2 weeks of July. The week of 7/18-22 was spent in ongoing web trainings and information migration to complete the new payroll processing.

When the JCC reminder email was sent at 4:30 on Friday, 7/22/11 it was too late to get the invoice to you before the 7/25 deadline, which was Sunday. All reports were submitted on Monday, which was the first opportunity we had after the email reminder to process everything. The Beaches report was submitted at 10:23 a.m.; and FSS and Outpatient were forwarded at 1:53 pm on Monday.

In the past we have submitted our quarterly invoices before the deadline of the 15th of the month. This was a one- time anomaly due to extenuating circumstances.

Any consideration you could give us in the matter would be greatly appreciated.

Sincerely,

Guy W. Parker
Chief Financial Officer

Administration/Southside

5776 St. Augustine Rd.
Jacksonville, FL 32207

☐ 904.448.4700 ☐ 904.448.4717 ☐

Arlington/Beaches

1100 Cesary Blvd., Suite 100
Jacksonville, FL 32211

☐ 904.745.3070 ☐ 904.745.3087 ☐

Baker County

92 West Lowder St.
Macclenny, FL 32063

☐ 904.259.1137 ☐ 904.259.1139 ☐

Northside

1110 Edgewood Ave. W.
Jacksonville, FL 32208

☐ 904.924.1550 ☐ 904.924.1544 ☐

Westside

4595 Lexington Avenue
Jacksonville, FL 32210

☐ 904.783.2579 ☐ 904.783.1901 ☐

BOARD ACTION ITEM

**FY 11-12: FIRST COAST COMMUNITY MUSIC SCHOOL: MJ TRUST FUND
SCHOLARSHIPS**

BOARD MEETING DATE: 7/20/2011

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

REQUESTED ACTION:

The Board is requested to consider the distribution of \$3,067 in interest from the Michael Jackson Music Scholarship Fund to the Community Music School of Jacksonville to support scholarships for instrument and voice lessons for at risk children.

NARRATIVE:

When performer Michael Jackson came to town in the early 1980's he gave the city \$100,000 to be used as an endowment for music scholarships. The management of this fund was transferred to the Children's Commission upon its founding in 1994. Given the small amount of money that the fund generates, staff has found that the money is best managed by a single entity, in this case the Community Music School.

FISCAL IMPACT:

An award of \$3,067 will provide full scholarships for three voice or instrument students who qualify for free or reduced price lunch. One of the 3 scholarships will be awarded to a child residing on the Northside of Jacksonville.

GOVERNANCE/PROGRAM IMPACT:

While there was no competitive application process for this funding, it does require a board vote.

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval

From: Chacon, Tami [mailto:tchacon@fscj.edu]
Sent: Monday, July 11, 2011 5:19 PM
To: Lanier, Linda
Cc: Laura Dwyer (laudwyer@yahoo.com)
Subject: Michael Jackson Scholarship Request

Ms. Lanier:

We would like to thank the Jacksonville Children's Commission for your support in enriching the lives of children with the gift of music.

We would like to ask the Children's Commission to again allow us the privilege of offering scholarships through the Michael Jackson Trust Fund.

We offer many educational resources to help the future generation of musical innovators to grow as performers, as artists, and as people. The cost of lessons for one fiscal year or two semesters is \$1000. With the amount of \$3,065, three students could receive weekly lessons for one year. These lessons would be offered to students demonstrating financial need (reduced or free lunch).

We sincerely thank you for all your past, present, and future contributions to our program.

Tami Chacon
Administrator
First Coast Community Music School
646-2004

"May you live in the neighborhood of wonder." John O'Donohue

From: Chacon, Tami [mailto:tchacon@fscj.edu]
Sent: Friday, August 12, 2011 10:37 AM
To: Lanier, Linda
Cc: Laura Dwyer (laudwyer@yahoo.com)
Subject: Michael Jackson Scholarship

Linda,

Thank you for your phone call yesterday.

As I told you yesterday in previous year's recipients of the Michael Jackson Scholarship have been from the Northside.

These students have come to the South campus for their lessons.

Two years ago, one of the recipients was from the northside and had difficulty finding transportation to our campus.

We worked with him and found a solution so he could attend his lessons. We truly want to extend this scholarship to students from that area of Jacksonville.

We will award at least one of the three scholarships to a northside student.

Thank you.

Tami Chacon
Administrator
First Coast Community Music School
646-2004

"May you live in the neighborhood of wonder." John O'Donohue