

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

BOARD MEETING MINUTES

Meeting Information
Date: Sept. 21, 2011
2nd Floor Board Room

Board Members Attendance

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| X | 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 | X | Cathie Shimp |
| X | Gloriden Norris | | Lee Harris |
| X | Catrina Graham, PharmD. | | |

Also Present: Ex-Officios: Bryan Hensley, DCF; Susan Main, ELC; Connie Hodges, United Way
JCC Staff: Linda Lanier, Kathryn Tucker, Keri Corey, Cynthia Nixon, John Kabat, Dolly Dillin, Joyce Watson, Lavetta McCoy, Chandra Brown, Dae Lynn Helm

Guests: Pat Hannan, Community Connections; Janice Ancrum, Community Connections; Steve Gilbert, BBBSNEFL; Lt. D.M. Mitchell, PAL; Shannon Perry, BGCNF; Leon Baxton, CIS; Davy Parrish, The Bridge; Eric Williams, YMCA FL First Coast; Laurie Price, Hope Haven; Dana Krizner, DCPS; Mike Lisle, CIS; Eric Johnson, CIS; Maxine Engram, Sulzbacher Center; Melanie Patz, UWNEFL; David Widell, Raymond James

Agenda Item

Outcome/Action

Welcome and Call to Order

Dr. Anne Egan, Board Chair called the meeting to order at 12:05pm. She welcomed Susan Main, Executive Director of the Early Learning Coalition as an advisory member to the board. Dr. Egan also welcomed as an ex-officio, Bryan Hensley, the new Dist. IV Region Director for the Dept. of Children & Families.

CEO Comments

Linda Lanier thanked Dr. Egan for her 3 years as board chair and presented her with a token thank you of children's books for her waiting room.

The Chair Person's Report

Dr. Egan asked for approval of the consent agenda which consists of the minutes of the August 17, 2011 board meeting, and YTD financial report including the child care enrollment report. John Balog made the motion, Tom Majdanics seconded, the motion passed.

Finance Committee Report

Linda Lanier presented six (6) action items (attached) for approval:

ACTION ITEM: FY 11-12 JJ Don Brewer / FSCJ Scholarships:

The board was asked to approve scholarship payments in the amount of \$65,787.65 and any further scholarships invoiced for July and August 2011 up to a maximum of \$100,000 for the Don Brewer Center. Bill Mason made the motion, Jill Smith seconded, the motion passed.

ACTION ITEM: FY 11-12 Early Learning Contracts-ECS

The board was asked to approve a contract with Episcopal Children's Services in the amount of \$1,521,900 to provide early learning coaching services to participating child care centers. Bill Mason made the motion, John Balog seconded, the motion passed.

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| | <p>ACTION ITEM: FY 11-12 Early Learning Contracts-United Way The board was asked to approve a contract with United Way for up to \$40,000 to support Born Learning, a parent education program. Bill Mason made the motion, Ken Wilson seconded, the motion passed.</p> <p>ACTION ITEM: FY 11-12 Early Learning Contracts-Urban League The board was asked to approve a contract with Urban League in the amount of \$120,269 to provide an Early Learning program located in the Head Start program of Duval County. Bill Mason made the motion, Cathie Shimp seconded, the motion passed.</p> <p>ACTION ITEM: FY 11-12 West Side Team Up Programs The board was asked to approve three grants for a total of \$560,880 to provide funding to continue the Team Up program at three middle schools on Jacksonville's west side. Cathie Shimp made the motion, Bill Mason seconded, the motion passed.</p> <p>ACTION ITEM: FY 11-12 Healthy Families Jacksonville: Funding for High Risk Pilot Project Position The board was asked to approve an increase to the Healthy Families budget by \$82,570.00 in non-recurring state dollars to hire a Master's level counselor for implementation of a high risk pilot project in Jacksonville. Bill Mason made the motion, Gloriden Norris seconded, the motion passed.</p> |
| <p>Special Reports: Achiever's for Life Summer Programs Wrap-up (Camps, Lunch)</p> | <p>Melanie Patz from United Way presented to the board an overview of the Achiever's for Life program. In particular how the pilot initiative for 6th graders works with relation to the early warning and response system that includes TeamUp, academic recovery and acceleration programs offered at the schools. The program began in 2007 at 2 middle schools, expanded to 7 middle schools for the 2011-12 school year. The goal is to eventually expand the program to all 17 of the high-need middle schools. The program results are slow yet steady with GPA improving by 12% and promotion rates up by 4% over 3 years, FCAT scores in math and reading up by 5-6% with absences are down by 13% over 2 years.</p> <p>Chandra Brown provided the board a report of the summer camp program. This year 82 sites provided services to 5919 children kindergarten to age 15. Staff conducted site monitoring for quality with a minimum of 2 visits per site, with only 1 site receiving a below satisfactory rating. 6 elementary schools with Team Up held Superintendent's Academy programs in partnership with the DCPS funded by a grant from the Wallace Foundation. These 6 programs had additional camp weeks, field trips, and youth development staff training. Overall the summer camp programs ran very well with only minor challenges that were quickly addresses by staff.</p> <p>Lavetta Mccoy presented the board with a wrap-up of the Summer Food Service Program. 167 sites throughout the city, encompassing summer camps, community centers, churches, daycare centers city park & recreation sites, apartment complexes and non-public schools provided 231,813 lunches and 190,714 snacks over a 9 week period. No lunches and snacks were disallowed by the state monitors and is an indication of very good quality control.</p> |

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| <p>CEO Report</p> | <p>Linda submitted to the board a request to add a representative from the non-profit community to the board as an advisory member. She suggested Lori Price from Hope Haven Children's Clinic and Family Center, the board members agreed to the addition.</p> <p>Linda mentioned the Lights on After School event on October 20th which will take place at Friendship Fountain starting at 4:30.p.m. Florida Afterschool Network provided a small grant to P.A.L. for their Lights On program also on that day.</p> <p>Linda, Dr. Egan and Susan Main are all part of the JCCI 1.2.3 study management team. This is the next JCCI study and will look at the lives of children 0-3. What are the current systems that are in place, where/what are the best practices and is Jacksonville proactively doing the best for that age group. The community study begins October 12th, is open to the community at large to provide input and will run through April 2012.</p> <p>Linda met with Dr. Donnie Horner and discussed the work of the Commission; he asked what the role of the Commissioner of Education should be. She gave him an article about Closing the Talent GAP, The FL Talent Supply Chain. In that vein, we have pieces in place but need to find a way, once our children get to graduation how to pull them through the system to make the choices for the next phase of their life, be it college, trade school the military etc. She will provide him the names of people or organizations that he can work with to discuss how to achieve this.</p> |
| <p>Adjourn</p> | <p>There being no further business, Dr. Egan adjourned the meeting at 1:25 pm.</p> |

BOARD ACTION ITEM**FY 11-12: DON BREWER / FSCJ SCHOLARSHIPS****BOARD MEETING DATE: 9/21/2011**

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

REQUESTED ACTION:

The Board is asked to approve the payment of scholarships of \$65,787.65 and any further scholarships that are invoiced for the months of July and August 2011 up to a maximum of \$100,000 for the Don Brewer Early Learning Center.

NARRATIVE:

When the Don Brewer Center Early Learning Center program was created in August 2008, the City of Jacksonville committed \$200,000 per year to offset child care scholarships. Florida State College of Jacksonville (FSCJ) has implemented the contract and scholarship distribution with contributions from the City of Jacksonville and the Crawford Foundation. The Crawford Foundation's funding has ended and FSCJ is requesting payment for scholarships distributed through the end of August 2011 to cover the lapse in funding.

FISCAL IMPACT:

A total of \$600,000 was committed to the three years of the program implementation. The City of Jacksonville has reimbursed \$256,839.45, leaving an appropriated balance of \$343,160.55 to pay FSCJ for Brewer Center scholarships.

GOVERNANCE/PROGRAM IMPACT:

While there was no required contract amendment, this funding does require a board vote.

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM

FY 11-12: EARLY LEARNING CONTRACT-URBAN LEAGUE

BOARD MEETING DATE: 9/21/2011

TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS

FROM: LINDA LANIER, EXECUTIVE DIRECTOR

REQUESTED ACTION:

The Board is asked to approve a contract with Jacksonville Urban League of \$120,269 to provide an Early Learning program located in the Head Start program of Duval County.

NARRATIVE:

This program provides literacy coaching services to at least 15 Head Start classrooms. Teachers in these classrooms are visited on a regular basis by a coach and receive instructional support and resources to provide a literacy-rich environment to increase school readiness outcomes. The program provides an Annual Family Literacy Day which is held at the beginning of the school year. This activity is used to engage parents in various literacy activities that encourage their involvement throughout the school year. Additionally, coaches provide literacy involvement training to parents throughout the year.

This program has been cut by \$79,731 from the previous year's contract of \$200,000 to meet mandated budget constraints.

FISCAL IMPACT:

The amount which is no more than \$120,269 is currently part of the funds budgeted for Early Learning. This funding is contingent upon the Commission's FY11-12 budget being passed as recommended by City Council.

GOVERNANCE/PROGRAM IMPACT:

The selection of this provider would maintain continuity of care for the centers, since the agency is already providing the services.

OPTIONS:

1. Vote to approve a contract with Jacksonville Urban League to provide the Early Learning program at an annual cost of no more than \$120,269 with a 25% advancement paid to the agency.
2. Vote to decline the award.

STAFF RECOMMENDATION:

Pending the availability of funds, staff recommends approval.

BOARD ACTION ITEM

FY 11-12: EARLY LEARNING CONTRACT-UNITED WAY

BOARD MEETING DATE: 9/21/2011

TO: JACKSONVILLE CHILDREN’S COMMISSION BOARD OF DIRECTORS

FROM: LINDA LANIER, EXECUTIVE DIRECTOR

REQUESTED ACTION:

The Board is asked to approve a contract with United Way of Northeast Florida for up to \$40,000 to support Born Learning, parent education program.

NARRATIVE:

Born Learning provides 45 minute, interactive trainings sessions located in settings where parents and cared givers are gathered. The session topics are: Learning on the Go, Playing the Games, Every Day Activities for Dads, Effective Communication, Fun with Food & Fitness, Ages and Stages and Effective Discipline. The program has a dedicated Program Coordinator and trains volunteers to implement the training sessions.

The target population is parents of 2-3 year old children residing in and attending a school readiness center in zip codes: 32205, 32210, 32221 and 32244.

This will be the sixth year the program will be funded.

FISCAL IMPACT:

The amount which is no more than \$40,000 is currently part of the funds budgeted for Early Learning. This funding is contingent upon the Commission’s FY11-12 budget being passed as recommended by City Council.

GOVERNANCE/PROGRAM IMPACT:

The selection of this provider would maintain continuity of care for the centers, since the agency is already providing the services.

OPTIONS:

1. Vote to approve a contract with the United Way of Northeast Florida to provide the Born Learning program at an annual cost of no more than \$40,000 with a 25% advancement paid to the agency.
2. Vote to decline the award.

STAFF RECOMMENDATION:

Pending the availability of funds, staff recommends approval.

BOARD ACTION ITEM

FY 11-12: EARLY LEARNING CONTRACT-EPISCOPAL CHILDREN'S SERVICES

BOARD MEETING DATE: 9/21/2011

TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS

FROM: LINDA LANIER, EXECUTIVE DIRECTOR

REQUESTED ACTION:

The Board is asked to approve a contract with Episcopal Children's Services in the amount of \$1,521,900 to provide early learning coaching services to participating child care centers. These services are intended and designed to address opportunities for improvement with respect to the learning environment of the centers, as well as the teaching skills of the centers' staff.

NARRATIVE:

This comprehensive program provides a team of early learning coaches in 75 centers throughout Duval County to improve the quality of care for children. The coaches provide intensive quality support services to improve the learning environment, curriculum implementation and professional development for the directors and classroom teachers. The resources are provided on-site in the classrooms and in training sessions. The goal of the program is provide technical assistance to increase quality and earn the highest possible ratings scores in the Guiding Stars of Duval rating system.

FISCAL IMPACT:

The amount which is no more than \$ 1,521,900 is currently part of the funds budgeted for Early Learning. This funding is contingent upon the Commission's FY11-12 budget being passed as recommended by City Council.

GOVERNANCE/PROGRAM IMPACT:

The selection of this provider would maintain continuity of care for the centers, since the agency is already providing the services.

OPTIONS:

1. Vote to approve a contract with Episcopal Children's Services to provide the Early Learning Program at an annual cost of no more than \$1,521,900 with a 25% advancement paid to the agency.
2. Vote to decline the award.

STAFF RECOMMENDATION:

Pending the availability of funds, staff recommends approval.

BOARD ACTION ITEM**FY 11-12: WEST SIDE TEAM UP PROGRAMS****BOARD MEETING DATE: 09/21/11**

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

REQUESTED ACTION:

The Board is asked to consider approval of three grants for a total amount of \$560,880.00 to provide funding to continue the Team Up program at three middle schools on Jacksonville's west side. These programs will follow the Commission's proven Team Up model, and will provide high quality after school care for a total of 415 children on a daily basis at Jeb Stuart, Stillwell and Lake Shore Middle Schools.

NARRATIVE:

The Team UP model is a unique and highly collaborative partnership between the Duval County School Board, the Jacksonville Children's Commission and local youth serving non profits. Each Team Up program provides children with a three hour program that includes academic, cultural, recreation and leadership enrichment, as well as nutritious snacks and meals, after school every day during the school year. These three programs will be evaluated on the school attendance rates, discipline referrals and promotion rates of the students, as well as the program's effectiveness is fully utilizing their service capacity. This funding does not include any summer programs.

These three Team Up programs have been funded by the Jacksonville Journey for the past 2 ½ years. However the city's budget shortfall has resulted in a cut to Jacksonville Journey's funding, and the oversight committee voted to eliminate funding for these three programs. Staff is proposing a plan that would keep the programs open for this school year so that other monies can be identified to fund them in the future.

FISCAL IMPACT:

There is enough money in the Commission's fund balance to keep these three programs operating for this school year. This fund balance is in the Child Nutrition program as a result of the changes in the federal reimbursements over the last two years.

GOVERNANCE/PROGRAM IMPACT:

The Commission's Board has identified Jacksonville's west side as an area of concern due to deteriorating conditions and opportunities for children. These schools are all located in the area of highest concern, that is, south of I-10, east of I-295 and west of the St. Johns River.

The Board has also prioritized programs that help to reduce Jacksonville's high drop out rate. These programs are all in the feeder patterns for two of the new "intervene" schools – Ed White and Nathan Forrest High Schools. After school programs are proven to have a positive effect on child outcomes that lead to high school success.

These programs are all the proven Team Up after school model. After school programs have been identified by the Board as a funding priority.

OPTIONS:

1. Vote to approve contracts in the following amounts.

| PROGRAM | FUNDING | NUMBER OF CHILDREN SERVED |
|--------------------------------|-----------|---------------------------|
| Jeb Stuart Middle School | \$198,360 | 150 |
| Joseph Stillwell Middle School | 184,680 | 135 |
| Lake Shore Middle School | 177,840 | 130 |
| Total | 560,880 | 415 |

2. Vote to decline and allow the programs to close.

STAFF RECOMMENDATION:

Based upon the priorities set forth by the board, staff recommends approval.

BOARD ACTION ITEM

FY 11-12: HEALTHY FAMILIES JACKSONVILLE: FUNDING FOR A HIGH RISK PILOT PROJECT POSITION

BOARD MEETING DATE: 09/21/2011

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

REQUESTED ACTION:

The Board is asked to consider a request from staff and Healthy Families Florida to increase the budget for the Healthy Families Jacksonville Program by \$82,570.00 in non-recurring state dollars in order to hire a Master's Level Counselor, certified by the State of Florida to implement a High Risk Pilot Project for our community.

NARRATIVE:

Healthy Families Jacksonville is a nationally accredited home visiting program for at risk parents of newborns or toddlers experiencing stressful life situations. The program prevents child abuse and neglect, improves childhood outcomes and increases family self-sufficiency by empowering parents through education and community support.

With that in mind, there is a significant percentage of families served by Healthy Families Jacksonville (HFJ) with multiple, severe psycho-social problems. These problems include substance abuse, domestic violence and mental health issues. Adding a High Risk Specialist/Counselor, who is also certified by the State of Florida, to the core staffing in the existing HFJ program is a strategically sound approach to meeting the needs of children and families at risk of abuse and neglect. There is an infrastructure in place at the Children's Commission to provide the necessary oversight and housing of this position.

Healthy Families Florida has selected our Healthy Families Jacksonville Program as one of nine (9) sites to implement this Pilot Project. It will be fully funded with non-recurring state dollars with the possibility of continuation at the end of the fiscal year. No local match is required. As noted, this program will employ one additional staff with specific professional credentials.

FISCAL IMPACT:

| Funding Amount FY 11-12 | Additional Funds Provided HFF | New Funding Amount |
|--------------------------------|--------------------------------------|---------------------------|
| \$2,007,228.00 | \$82,570.00 | \$2,089,798.00 |

GOVERNANCE/PROGRAM IMPACT:

This action requires board approval since there would be a change in the contract amount with Healthy Families Florida.

OPTIONS:

1. Vote to approve the additional \$82,570.00 in funding
2. Decline to approve the additional \$82,570.00 in funding

STAFF RECOMMENDATION: Staff recommends approval.