

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

**BOARD MEETING MINUTES**

<b>Meeting Information</b> Date: February 16, 2011	<b>Board Members Attendance</b>			
	<b>X</b>	<b>Dr. Anne T. Egan, Chair</b>		<b>Paul Saffell</b>
		<b>Dr. John Balog, Vice Chair</b>		<b>Tom Majdanics</b>
	<b>X</b>	<b>Bill Mason, Treasurer</b>	<b>X</b>	<b>Jill Smith</b>
	<b>X</b>	<b>Ken Wilson, Secretary</b>	<b>X</b>	<b>Cathie Shimp</b>
	<b>X</b>	<b>Gloriden Norris</b>		<b>Lee Harris</b>
	<b>X</b>	<b>Catrina Graham</b>		

**Also Present:** Ex-Officios: John Crescimbeni, City Council; Tommy Hazouri, DCSB; Roslyn Phillips, COJ; Nancy Dreicer, DCF. JCC Staff: Linda Lanier, Kathryn Tucker, John Kabat, Cynthia Nixon, Dolly Dillin, Keri Corey, Ginger Peacock Preston, Jack Reinhart, Joyce Watson, Lucy Farley, Cheryl Townsend.

Guests:; Donne Arias, The Bridge; Davy Parrish, The Bridge; Pat Hannan, Community Connections; Susan Golden, Tiger Academy; Steve Gilbert; Big Brothers/Big Sisters; Jennifer Savage, COJ; Alvin Brown, Mayoral Candidate.

<b>Agenda Item</b>	<b>Outcome/Action</b>
<b>Welcome and Call to Order</b>	Dr. Anne Egan, Board Chair, called the meeting to order at 12:10pm. She welcomed special guest, Pete the Dog the Mayor's Book Club mascot. She thanked Alvin Brown, Mayoral candidate for being in the audience and asked board members to reach out to all candidates running this year, encourage them to meet either with Linda or board members, or attend a board meeting to get a better understanding of what the Children's Commission is about and what we do.
<b>The Chair Person's Report</b>	Dr. Egan requested approval of the consent agenda, which consisted of minutes from the January 19, 2010 board meeting, YTD finance report and child care enrollment report. Bill Mason made the motion, Ken Wilson seconded, the motion passed.  A date for the next board retreat has been determined, it will be held April 26, 2011 from 5:30pm-8:30pm in the Children's Commission Board Room.
<b>Finance Committee Report</b>	Bill Mason presented the finance report with two (2) actions items submitted for board approval (attached).  <b>ACTION ITEM: FY10-11: MATCH/SAMHSA Budget Amendment.</b> Members discussed the budget amendment request which includes the addition of a line item as well as changes to other budget line items. This does not increase or decrease the contract amount. Ken Wilson made the motion, Jill Smith seconded, the motion passed.  <b>ACTION ITEM: FY10-11: Sandalwood Full Service School.</b> The board was asked to authorize the release of an RFP for funding of mental health services at Sandalwood. This would be a one year contract award, beginning July 1, 2011 in the amount of \$230,000. Jill Smith made the motion, Gloriden Norris seconded, the motion passed.

<p><b>Special Report – The Mayor’s Book Club</b></p>	<p>Cheryl Townsend and John Kabat provided a presentation to the board that summed up the impact of the Mayor’s book club initiative since its implementation in 2004. To date the book club includes 13 books and has reached over 64,000 children. Each year the club has increased its participation of 4-year-olds, now reaching over 10,000 members each year. The club is open to every 4-year-old in Jacksonville, regardless of type of school or economic status. There is real science behind the books that the club provides, they are specifically designed and written to focus on skills that enhance early reading success along with geographic references, spatial relationships good nutrition and math skills. The book club garnered significant national attention and has become a model for Mayor’s book clubs across the country.</p> <p>The presentation also included highlights from RALLY Jacksonville events including JaxKids Day, The Great Jacksonville Campout, and Tree Festival which are just a few of the numerous events held each year by RALLY Jacksonville. All events as well as the Book Club are the result of numerous public-private partnerships, with companies across Jacksonville participating in sponsorship.</p> <p>As the city transitions to a new administration, the board will be asked to consider the impact the book club and RALLY Jacksonville has had on Jacksonville’s children and families. Linda asked board members to participate on a task force which will determine the direction of the book club for the future. Those members are:</p> <ul style="list-style-type: none"> <li>• Cathie Shimp</li> <li>• Bill Mason</li> <li>• Catrina Graham</li> <li>• Ken Wilson</li> </ul>
<p><b>CEO Report</b></p>	<p>Linda presented the FY 09-10 investment report. The report provided a summary of investment in children’s services that are managed or disbursed by the commission and how they are distributed across council districts. The greatest investment in children’s services is focused in some of the highest need neighborhoods, approximately \$14,354,360 across 4 council districts (7, 8, 9, 10).</p> <p>Linda also provided the board with a copy of the FY09-10 Annual Report which was sent to City Council as required by charter.</p>
<p><b>Adjourn</b></p>	<p>There being no further business, the meeting was adjourned at 1:40pm</p>

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**BOARD ACTION ITEM****FY 10-11:      MANAGED ACCESS TO CHILD HEALTH  
                  BUDGET AMENDMENT****MEETING DATE: 02/16/2011**

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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 Managed Access to Child Health (MATCH). The agency is requesting the addition of one new line item in the budget and as well as changes in specific line items over the 10% allowable threshold. This amendment does not increase or decrease the contract amount.

**NARRATIVE:**

The Children’s Commission contracts with MATCH for the implementation of the SAMHSA System of Care Initiative to provide mental health services for children in the child welfare, juvenile justice, subsidized child care and homeless assistance systems. This first year of the grant is a planning year.

As MATCH has begun its work over the past few months, it has become apparent that there are, and may continue to be, some items and activities that need to be budgeted in a different way from the original grant budget. The cooperative agreement requires engagement of the community as well as families and youth in the planning and implementation of the project. We expect that the dynamics of such a process will necessitate a certain amount of flexibility and fluidity in the operational components of developing the system of care. Below is a list of the changes that are currently being requested.

Managed Access to Child Health  
Budget Amendment #1 Dated 02-02-11

	Original	Revised	Change +/-
Salaries <sup>1</sup>	\$406,125	\$373,219	-\$32,906
Benefits <sup>2</sup>	\$125,899	\$126,895	+\$996
Program Contractual <sup>3</sup>	\$374,176	\$552,475	+\$178,299
Other Consultants <sup>4</sup>	\$125,000	\$112,000	-\$13,000
Training Materials <sup>5</sup>	\$18,000	\$2,000	-\$16,000
Consumable Program Supplies <sup>6</sup>	\$0	\$1	+\$1
Office Expenses <sup>7</sup>	\$10,076	\$12,076	+\$2,000
Capital Outlay <sup>8</sup>	\$63,100	\$20,800	-\$42,300
Rent/Lease <sup>9</sup>	\$11,160	\$14,500	+\$3,340
Travel <sup>10</sup>	\$27,320	\$36,820	+\$9,500
Training Events <sup>11</sup>	\$55,000	\$10,000	-\$45,000
Outside Printing <sup>12</sup>	\$3,000	\$2,000	-\$1,000
Other Allowable Costs <sup>13</sup>	\$14,400	\$7,200	-\$7,200
Indirect <sup>14</sup>	\$96,744	\$60,014	-\$36,730
Total	<u>\$1,330,000</u>	<u>\$1,330,000</u>	<u>\$0</u>

For this first year, the Sustainability and Development Director's responsibilities will be assumed by the Project Director. The Education and Technical Assistance Coordinator will be combined with the Cultural Competency Coordinator. MATCH had initially planned for two of six care coordinators to be funded by Targeted Case Management revenue, but those funds are no longer available through Medicaid. It was originally planned that MATCH would contract with the University of South Florida Mental Health Institute for project evaluation. The current request would add a contract with the University of Florida Center for Health Equity and Quality Research and will include Electronic Health Record Development.

**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. SAMHSA does not require prior approval of these budget changes.

**OPTIONS:**

1. Vote to approve the contract amendment for Managed Access to Child Health.
2. Vote to decline.

**STAFF RECOMMENDATION:**

Staff recommends approval.

## NOTES

<sup>1</sup>**Salaries:** Went down due to moving some positions to contractual and combining other positions and/or responsibilities, and fewer months of work this year since they are just beginning the hiring processes.

<sup>2</sup>**Benefits:** Went up because in the application they left the fringe rate at what it was when they first submitted the grant 3 years ago (31%) and now it is 34%.

<sup>3</sup>**Program Contractual:** Went up due to contracting out the Social Marketing piece and contracting with CHEQR for evaluation and electronic health record development. Regarding the Social Marketing position, they determined that they did not have the expertise or the technical and graphics design resources to support a person in that position and that it would be less expensive and more efficient to contract with an agency.

<sup>4</sup>**Other Consultants:** Went down due to changing the Electronic Health Records Development to Contractual.

<sup>5</sup>**Training/Education materials:** Went down because of the multitude of resources and technical assistance available from SAMHSA and due to some delay in start up.

<sup>6</sup>**Consumable Program Supplies:** This is a category in SAMIS which was added as a placeholder in case there was a need at some point in the future.

<sup>7</sup>**Office Expenses:** Increased due to the addition of computer software.

<sup>8</sup>**Capital Outlay:** Went down due to housing staff at the Children's Commission instead of at CMS. (CMS would have had to purchase cubicles, furniture, etc., which is already available here.)

<sup>9</sup>**Rent/Lease:** Went up due to their being charged for the cost of copy machine use at CMS, and also rent for staff housed there.

<sup>10</sup>**Travel:** Went up due to actual costs and need for in-state travel to visit and learn from other sites.

<sup>11</sup>**Training Events:** This also went down due to technical assistance from SAMHSA.

<sup>12</sup>**Outside Printing:** Decreased due to availability of SAMHSA resources and delay in start up.

<sup>13</sup>**Other Allowable Costs:** This is primarily for providing stipends to youth and families who participate in meetings, etc. The amount is prorated down due to the fact that they have not started to participate yet.

<sup>14</sup>**Indirect:** went down due to changing positions to contractual commitments.

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**BOARD ACTION ITEM**

**FY 10-11: SANDALWOOD FULL SERVICE SCHOOLS**

**BOARD MEETING DATE: FEBRUARY 16, 2011**

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

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**REQUESTED ACTION:** Staff requests direction to release a Request for Proposals for funding for mental health services at the Sandalwood Full Service School. This RFP would be for a one year contract award that would begin July 1, 2011 in the amount of \$230,000.

**NARRATIVE:** The Children's Commission currently provides the funding for mental health services at five Full Service Schools. The Full Service Schools are administered by United Way of Northeast Florida, and function as a partnership that also includes the Duval County School District, the Duval County Health Department and St. Vincent Mobile Health Van.

The Sandalwood Full Service School operates in the same model, but has been fully funded by the Weaver Foundation since its inception three years ago. However, that funding is drawing to a close and will not be continued. United Way has approached the Commission with a request to expand its role in the current Full Service School partnership to Sandalwood.

If awarded, this grant would provide funding for four licensed mental health therapists and up to two interns, who would provide mental health services to children in the Sandalwood school feeder pattern and their families. The Commission's investment of \$230,000 would leverage a significant amount of additional services from the other partners.

**FISCAL IMPACT:** Due to changes in federal regulations, staff expects that the Commission will no longer need to provide funding for after school meals and snacks served to children over the age of thirteen. This would make \$255,000 available in next year's budget which could be redirected to mental health services.

**GOVERNANCE/PROGRAM IMPACT:** This action, if approved by the board, would authorize staff to release a Request for Proposals for the project. It will take an additional action by the board to approve the winning vendor, and all contracts are pending availability of funds.

**OPTIONS:**

1. Vote to approve the release of an RFP for mental health services at Sandalwood Full Service School
2. Vote to decline.

**STAFF RECOMMENDATION:**

Given the significant unmet need in the community for mental health services for children, and the relationship between untreated mental health issues and school failure, crime and other social ills staff recommends approval.