

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

**BOARD MEETING MINUTES**

<b>Meeting Information</b> <b>Date: July 20, 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>X</b>	<b>Paul Saffell</b>
	<b>X</b>	<b>Dr. John Balog, Vice Chair</b>		<b>Tom Majdanics</b>
	<b>X</b>	<b>Bill Mason, Treasurer</b>		<b>Jill Smith</b>
		<b>Ken Wilson, Secretary</b>	<b>X</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: Tommy Hazouri, DCPS; Jackie Green, DCF; Roslyn Phillips, Rec. & Community Services JCC Staff: Linda Lanier, Kathryn Tucker, Cynthia Nixon, John Kabat, Keri Corey, Joyce Watson, Lavetta McCoy, Chandra Brown, Ronnie Cage, Dae Lynn Helm

Panel Guests: Davy Parrish, The Bridge; Cheryl Grymes, Big Brothers/Big Sisters; Laurie Price, Hope Haven

Guests: Chad Burns, ELC; Pat Hannan, Community Connections; Janice Ancrum, Community Connections; Chris Folds, Non-Profit Center; Eleanor Robinson, Jax Parks; Joyce Couch, JHA; Leon Baxton, CIS; Donna Arias, The Bridge;

<b>Agenda Item</b>	<b>Outcome/Action</b>
<b>Welcome and Call to Order</b>	Due to Dr. Egan running slightly late, Dr. Mason called the meeting to order at 12:05. He turned the meeting over to Linda Lanier who welcomed staff & guests. Linda introduced Lavetta McCoy, Nutrition Services Manager.
<b>Special Reports: Summer Nutrition Program</b>	Lavetta McCoy provided the members an overview of the summer nutrition program. The research indicates that lack of good nutrition in the summer is related to inadequate growth and learning loss. Meals were provided to an average 11,000 school children at 165 sites. Sites must be in an area where 50% or more of the children qualify for free or reduced lunch. 71 part-time/temporary summer lunch staff were hired. A short video from the children at one summer camp site was shown that thanked the Commission for providing lunch ( <a href="http://www.vimeo.com/26178115">http://www.vimeo.com/26178115</a> ). The board members were treated to a typical summer lunch that is provided to the children.
<b>The Chair Person's Report</b>	Dr. Egan requested approval of the consent agenda which consisted of the minutes from the June 15, 2011 board meeting, June 29, special finance meeting, and the July 12 finance committee meeting. It also included the YTD finance report and child care enrollment report. Bill Mason made the motion; Lee Harris seconded, the motion passed.
<b>Finance Committee Report</b>	Bill Mason presented the finance committee report which included three (3) Action Items (attached): <b>FY11-12: JJ Early Learning Program –</b> The board members are asked to approve the contract with Early Learning Coalition of Duval for quality support teams that will implement a multidisciplinary coaching program to improve the educational, developmental and mental health services of children at

	<p>60 early learning centers in Jacksonville's zone 1 and Arlington areas. The contract is for up to \$2,000,000. The contract also includes the 25% advance payment.</p> <p><b>FY11-12: Mary Lena Gibbs Relocation &amp; Reduced ADA –</b>  The board was asked to approve the request to allow the Mary Lena Gibbs after school program be moved temporarily for the 11-12 school year to McGirts Creek Center while MLG undergoes much needed renovations that have been delayed several times. The McGirts Creek Center is a smaller site requiring a reduction in the ADA and therefore a reduction in funding for FY 11-12. John Balog made the motion, Cathie Shimp seconded, the motion passed.</p> <p><b>FY11-12: Community Music School Michael Jackson Scholarships -</b>  The board was 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 money represents the interest on the original endowment. This item was tabled pending information regarding how the scholarships were awarded. It will be re-submitted to the board at the August meeting.</p>
<p><b>CEO Report</b></p> <p><b>Non-Profit Leverage Panel Discussion</b></p>	<p>Linda presented the board with an overview of how the Commission partners with the non-profits to provide services.</p> <p>Dr. Davalu Parrish, The Bridge; Cheryl Grimes, Big Brothers/Big Sisters; and Laurie Price, Hope Haven participated in a panel discussion with the board. They provided the members with information on how they were stretching their city funds as well as how they were filling gaps in funding from donations, grants, and state &amp; federal contributions.</p> <p>Linda updated the board on Phase 2 of the Afterschool redesign with the intent for this to be ready for board approval by September.</p> <p>Mayor Brown selected his Chief Education Officer, Donald Horner, JU Davis College of Business.</p> <p>Linda also reported that the FL legislature refused federal funding from the Maternal, Infant and Early Childhood Grant for home visiting programs because that money is tied to the Affordable Care Act. Refusal to participate in the grant will also jeopardize the state's Race-to-the-Top participation.</p>
<p><b>Adjourn</b></p>	<p>There being no further business, Dr. Egan adjourned the meeting at 1:30pm.</p>

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**BOARD ACTION ITEM****FY 11-12: JACKSONVILLE JOURNEY EARLY LEARNING CONTRACT****BOARD MEETING DATE: 7/20/2011**

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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 with the Early Learning Coalition of Duval for up to \$2,000,000 to provide funding for quality support teams that will implement a comprehensive and multidisciplinary coaching program that will improve the educational, developmental and mental health services of children at the 60 early learning centers in Jacksonville's Zone 1 and Arlington areas.

**NARRATIVE:**

To further the work of the Jacksonville Journey Anti-crime Initiative and to create a larger impact upon the early learning centers in Duval County a comprehensive model is required to accomplish the following objectives:

1. Provide technical assistance, materials and coaching services in up to 60 early learning centers\* located within Duval County Health Zone 1– (Zip Codes 32202, 04, 06, 08, 09 and 54) and three additional Zip Codes 32211, 10 & 77. The centers will be selected in partnership with the Children's Commission based on areas of highest need and current quality level of the center. Centers will strive to get a quality rating score through the Early Learning Coalition's Guiding Stars of Duval program.
2. Provide mental health consultation and referral services to the 60 coached centers and expand services to other centers in the Guiding Stars of Duval Quality Rating and Improvement System located in the Health Zone 1 (Zip Codes 32202, 04, 06, 08, 09 and 54) and three additional Zip Codes 32211, 10 & 77.

\* centers with seven or more classrooms are the equivalent of two centers.

The program includes the following components:

- Working directly with Center Directors to establish or improve program administration and center operating policies and procedures in areas of risk management, fiscal management, staff development, marketing, communication with staff and parents, and developing written policies.
- Utilizing a defined process to complete assessment of the classroom environment by use of the Environment Rating Scales (ITERS & ECERS), completed on one-third of the classrooms of each center served by coaching.
- Basing a service delivery on a center's assessed needs. Intensive centers are to receive direct and more frequent services and Maintenance centers are to receive modified

service delivery to help support existing quality standards or to increase quality in one or more focused areas.

- Working directly with preschool teachers in classrooms to implement approved curriculum, improve classroom learning environments as defined by the Early Childhood Environment Rating Scale (ECERS) (Possible Intensive caseload range 25-35 centers / Maintenance caseload 25-35 centers with 60 total).
- Working directly with teachers in infant, toddlers, and two year old classrooms to implement approved curriculum, improve classroom environments as defined by the Infant Toddler Environment Rating Scale (ITERS) and improved teaching strategies in literacy and language development. (Possible Intensive case load range 25-35 centers/ Maintenance caseload 25-35 centers with 60 total).
- Providing support for teachers to obtain professional development and conducting training for the CDA-Plus course and mentoring/observations of CDA candidates. Provide certification and/or scholarships for education in Early Learning/Childhood Development.
- Provide mental health/behavioral consultation to teachers focusing on children who exhibit signs of emotional, behavioral, mental or developmental problems and design an intervention plan with specific interventions and prevention strategies to help their social emotional development. Provide mental health treatment for children who require for more intensive intervention in the appropriate environment (center based or home based). Three mental health therapists (Intensive caseload range 14-20 each).
- Provide speech therapy to children who qualify for need and have no other funding options.

Because these dollars are part of an overall anti-crime initiative, the successful grantee(s) will be under the scrutiny of the Jacksonville Journey Oversight Committee, as well as the Jacksonville Children's Commission and must provide timely, detailed monthly updates and other reports as requested.

**FISCAL IMPACT:**

The amount which is no more than \$2,000,000 is currently part of the funds budgeted to the Jacksonville Journey program, identified exclusively for Early Learning.

**GOVERNANCE/PROGRAM IMPACT:**

The Jacksonville Journey Early Learning Program is required to be released for bid every two years. The Early Learning Coalition is the only agency that responded to the Request for Proposals, which was accepted by the review committee. A proposal review team was assembled that included two members of the Children's Commission Board of Directors and two Commission staff. The committee met on July 12 and recommended accepting the application which was submitted by the Early Learning Coalition of Duval, including subcontracts to Episcopal Children's Services and Child Guidance Clinic. The selection of this provider team would maintain continuity of care for the centers, since these agencies are already providing the services.

**OPTIONS:**

1. Vote to approve a contract with Early Learning Coalition to provide quality support team program, funded by Jacksonville Journey monies, at an annual cost of no more than \$2,000,000 with a 25% advancement paid to the agency.
2. Vote to decline the award.

**STAFF RECOMMENDATION:**

Given the availability of funds, staff recommends approval.

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**BOARD ACTION ITEM****FY 11-12: MARY LENA GIBBS AFTER SCHOOL PROGRAM REDUCED ADA****BOARD MEETING DATE: 7/20/2011**

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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 consider a request from staff to move this after school program, operated by the city's Parks and Recreation Department, from the Mary Lena Gibbs Center to McGirts Creek Center for the FY 11-12 school year. The Mary Lena Gibbs Center will undergo renovations during this time. The staff also asks that the contracted average daily attendance be reduced by 50%.

**NARRATIVE:**

The agency's request is to lower the current ADA of 100 to 50. The Mary Lena Gibbs building will undergo major renovations during this school year. The available site at McGirts Creek Center is smaller, and will require a reduction in the number of children served and therefore a reduction in funding.

The Club Rec. program will return to the Mary Lena Gibbs Center for FY 12-13. The agency understands that the reduction in the number of students served will impact the overall budget. A revised program narrative is attached.

**FISCAL IMPACT:**

<b>Funding Amount Requested</b>	<b>New Funding Amount (approx 37% reduction)</b>	<b>Projected ADA</b>
\$128,755	\$81,251	50

**GOVERNANCE/PROGRAM IMPACT:**

This action requires board approval since there would be a change in the contract amount as well as the location of the services.

**OPTIONS:**

1. Vote to approve the reduction in ADA as well as the reduction in funding.
2. Decline to approve the ADA reduction.

**STAFF RECOMMENDATION:**

Staff recommends approval of the reduction in ADA and a reduction in funding.

## MEMORANDUM

**TO:** Linda Lanier

**FROM:** Ronald C. Cage, Program Associate-Contract Manager  
Jacksonville Children's Commission

**SUBJECT:** Board Action Plan

**DATE:** July 8, 2011

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The Mary Lena Gibbs Center has been a heavily utilized building for many years and is currently scheduled for major renovation work beginning this month and continuing into 2012. This project has been delayed several times and will unfortunately necessitate the relocation of the Club Rec. program for the upcoming school year. Therefore permission to move the program to McGirts Creek Center for one year is requested. This move will also result in a reduction in the number of students served as well as a request for less revenue to fund the program. The requested changes are summarized below:

- 1) Relocate the program to the McGirts Creek Center located in West Jacksonville for FY 2011-2012 year.
- 2) Reduce the number of students served by 50% (current ADA is 100 students)
- 3) Reduce the funding request from \$128,755 to \$81,251

A revised Program Narrative is included on the following page and reflects proposed reductions in staff as well as all other expenses. The Club Rec. program will be returned to its current location at the Mary Lena Gibbs Center for FY 12-13.

Upon your review of this information I will be available to meet and discuss any concerns or questions you may have. We certainly look forward to an upgraded building at Mary Lena Gibbs to use for the Club Rec. program for many years.

Sincerely Yours,

Ronald C. Cage  
Program Associate-Contract Manager