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Lex Hester Memorial Scholarship Trust Fund Committee Meeting
Meeting Minutes for January 18, 2023
Location: City Hall, Mayor's Office, 117 W. Duval Street, Suite 400
Mayor's Large Conference Room

In Attendance:

Dr. Charles Moreland	City of Jacksonville, Committee Chair
Kristen Reed	City of Jacksonville, Committee Vice Chair
Tracey Hester Flynn	Lex Hester family
Georgette Dumont, Ph.D.	University of North Florida, Representative
Frederick Sumter	City of Jacksonville
Sarah Schmidt	City of Jacksonville
Tina Thompson	City of Jacksonville, Staff

Excused:

Joshua Gideon City of Jacksonville

Meeting Convened: 3:07pm

Kristen Reed, acting Meeting Chair, opened the meeting. She welcomed Dr. Georgette Dumont, UNF-MPA Director, as the Committee's newly appointed member.

Meeting Minutes for the August 29, 2022 meeting were approved by the Committee on August 31, 2022.

Committee Staff, Tina Thompson, presented the Committee with Thank You letters received from the Spring Term 2023 scholarship awardees.

Ethics Training: Requirements and upcoming available training dates were discussed and provided to the Committee.

Georgette Dumont, Ph.D., UNF-Director, MPA Program:

Discussed the MPA program at UNF and advertising for the upcoming Fall Term 2023.

Dr. Moreland:

Discussed including an additional requirement to the Application, requiring that the student(s) write an Essay on Lex Hester and the availability of source materials.

Rules of Procedures: AMENDED

III. Annual Timeline – Temporary Adjustment to dates 1st and 2nd quarter 2023

Motioned to approve by Sarah Schmidt and seconded by Dr. Georgette Dumont.

Application Form:

The Form will be updated to include the requirement for the applying student(s) to confirm they will provide the Committee with Sealed Transcripts as confirmation of their current GPA. There will be a charge of \$10.50 paid by the student directly to UNF or their Third Party vendor. The Sealed Transcripts will be accepted via USPS or hand-delivered to the Committee Staff member. Fall Term 2024 applicants will be required to provide their Sealed Transcripts to the Committee Staff member, by March 6, 2023. The Application Form will need to be modified again for the Spring Term 2024 round, advising that the Sealed Transcripts will need to be received by June 5, 2023.

The Application Form will need to be updated with each upcoming Round.

The Committee Staff member to discuss the addition of an Auto-Response document with the Public Affairs Office, to include a Thank You letter to the applicant, and the Sealed Transcript request information.

Kristen Reed:

Reviewed the opportunity to have a Hester family member alternate, that would be available in the absence of Tracey Hester Flynn.

Discussed virtual participation by the Hester family member and/or a Committee member.

The Office of General Council, Jason Teal and Lawsikia Hodges both provided information pertaining to this subject. Member participation via Communications Media Technology are allowable **when the reason for their absence constitutes an extraordinary circumstance.**

Absences due to medical treatments or medical emergencies constitute an extraordinary circumstance. An absence due to any other reason constituting an extraordinary circumstance warranting a member's participation via communications media technology is a determination that must be made in the good judgement of the Committee.

A draft Amended Executive Order to be prepared allowing for the above; Alternate Hester family member participation and the allowance, under extraordinary circumstances, meeting participation via Communications Media Technology, and reviewed for approval by the Office of General Council.

The goal is to have this document prepared, reviewed, and approved prior to the April 2023 Committee meeting.

Tracey Hester Flynn:

Discussed the options for an alternate family member in the event she is unable to attend a committee meeting and who would be a voting member in her absence.

If Communications Media Technology are to be used by a Hester family member, Zoom is the preferred option.

Application Open/Closing for Fall 2023 Round:

The posted timeline for the Fall Term 2023 round was reviewed and agreed to proceed as noted.

Advertisement through UNF to be sent to the students currently enrolled in the MPA program on January 23, 2023.

Application opens January 25, 2023.

Application closes February 28, 2023.

Review and score applications throughout February 2023.

Notify winner(s) by early March 2023.

Award scholarship funds to be disbursed to UNF by March 15, 2023.

Next Committee Meeting:

The Committee agreed to meet in early April 2023, at the convenience of Tracey Hester Flynn, for the Fall 2023 round.

The written minutes for this meeting are only an overview of what was discussed, for any questions please contact Tina Thompson at tinat@coj.net.

Meeting Adjourned: 4:01pm

Attachments:

Meeting agenda, January 18, 2023.

Sign in Sheet-Meeting, January 18, 2023.