



Community Based Crime Reduction Program

Steering Committee Meeting Minutes

City Hall - 117 W. Duval Street - Mayor's Large Conference Room (via Zoom)

Thursday July 8th, 2021

10:30 a.m. - 11:30 a.m.

Meeting Convened 10:36 a.m.

Attendees: Kendra Mervin, Assistant Chief Ellis Burns, Dr. Cedrick Gibson, Javon Knight, Cheryl Taylor, Sharon Pennant, Dr. Marie Crandall

Discussion: Kendra Mervin, City of Jacksonville Grants Administrator, discussed the Action Implementation Plan. She stated it was sent to the International Association of Chiefs of Police and Local Initiatives Support Corporation National for guidance and is ready to be reviewed by the Department of Justice. She stated she will email them a copy of the final draft then asked them to provide feedback within a week. She also mentioned that she submitted a no cost extension to carry out the plan but she is still awaiting a response.

Sharon Pennant, Mayor's Community Based Crime Reduction Project Coordinator, introduced the idea of merging the steering committee with the cross sector team.

Dr. Marie Crandall, UF Health Program Director, stated the merger is a good idea and would be nice to hear cross sector team programs updates firsthand.

A.C. Ellis Burns, JSO, asked if they could receive program updates monthly along with financial updates bimonthly. He stated he wants to ensure that financials are tracked so the grant's funds are managed responsibly.

Sharon advised the funds are being stewarded well and she frequently reports financials directly to DOJ. She also said she will consult with Kendra about considering the cross sector team providing financial reports to the steering committee on a monthly or bimonthly basis.

The steering committee unanimously agreed to merge with the cross sector team. They then suggested having hybrid style meetings so everyone can have the option of attending either in person or virtually depending on their schedules. Sharon agreed to adapt their suggestion of hybrid style meetings. The steering committee stated they will join the cross sector team meetings every other month either in person or virtually in addition to receiving monthly program updates via email.

Sharon thanked them for their guidance and advised she will send updated meeting invitations shortly.

Meeting Adjourned: 10:52 a.m.

The written minutes for this meeting reflect an overview of the full discussion.