

Youth Activities Board Meeting
City Hall Conference Room 224
February 13, 2018
5:30 PM
Meeting Minutes

I. **Roll Call-**

Present Members – Liz Brooks, Pete Christensen, Bonita Nelson, MK MacNaughton, Kathy Tran, Tom Rutecki

Absent Members – Edric Carrillo, Joyce Vick

Staff Members – Dave Pusich; Recreation Manager, Ana Corcoran; Administrative Assistant

Public Members – Melissa Wolf/Girl Scouts of Alaska; Sarena Mahle/ Juneau Youth Football League; Melissa Cullum/ Juneau Dance Theatre; Vania Kim/ SEAAEYC – JSE; Dallas Hargrave Basketball Club; Shawn Eisele/ Discovery Southeast; Alyson Cooper/ Girls Scouts; Claire Imamyra/ Friends of State Library and Achieve Museum; Megan Ahleman/ Sail- ORCA; Leah Farzin/ Juneau Skating Club; Bridget Lujan/ Juneau Dance Theatre; Darren Snyder/ UAF 4-H extension; John Maddox/ big Brother Big Sister; Michelle Norman/ JYWC

II. **Approval of Agenda** - Motion to approve by Kathy Tran

III. **Public Comments on non-agenda items** – N/A

IV. **Approval of Minutes** – January 3, 2018

Ms. Brooks suggested revision in minutes

Motion to approve by Pete Christensen

V. **Old Business**

VI. **New Business**

a. Youth Activity Grant Changes – Public Discussion

Mr. Rutecki explained that the Youth Activity Grants are based on resolution 2761 that was established by the Assembly. The board had added resolution to grant packet which reflects the process of grant scoring. The resolution has 13 funding priorities in order of importance which are reflected in the grant packet. That will allow the committee to follow the guidelines when scoring grants. The board received recommendations from the Juneau Community Foundation and the Parks and Recreation Advisory committee. The board assigned a sub-committee that took the recommendations into consideration when revising grant scoring packet. The Sub-committee then made recommendations of their own to present to the rest of the board. Another change made was the amount of points given when scoring the grants, which was changed from 257 to 150 points.

Ms. Nelson added that the biggest change was the lowering of the points. This did not change the categories. She continues to discuss the resolution which states the board's responsibility and purpose. The scoring also changed to follow the mandates in the order listed in resolution 2761. Scoring is now reflected on the number of participants, the cost of each participant and active hours. The score sheet in the grant packet now has the corresponding mandate in parentheses from the resolution. This will allow the applicant to look at the resolution and get more clarification on the points awarded.

Ms. Nelson added that in the instruction under plan of operation extent of direct youth participation the active and passive participation was removed. She continued on to explain that if a group is a Non-Profit organization they must check the box even if they are previous applicants. She goes on to clarify funding for an administrative cost and special program. Administrative cost are facility rental, salaries for instructors or

coaches, are not funded. A special event is an event that brings in an instructor or coach from out of town to conduct an event or when an event is conducted on a one time basis. In this case the event can be funded. If an event is done on regularly it cannot be funded for facility rent.

Mr. Rutecki gave an example of the Juneau Skate Club and Juneau Douglas Ice Association and how they have regular ice time which can't be funded, but if the organization brings in a special coach to teach the group or they decide to do an end of the year event it would be considered a special event. He goes on to say that it will help to keep the board consistent when it comes to funding events.

Public Member inquired about the Youth Activity Grant not paying for administrative cost and staff time unless it is a special instructor but asked if it is prohibited because it is an administrative cost.

Ms. Nelson commented that it is stated that way in the resolution.

Public Member asked that it states that you can't request funding?

Ms. Nelson clarified that it can't request funding unless it is a special instructor. She continued to say that the scoring guidelines are divided into four point categories and missing data will receive a zero but if a budget has missing data it is not acceptable.

Public Member asked if volunteers can be included for active participant hours.

Ms. Nelson informed the public member that yes they can.

Public Member asked if a group could score low enough to not receive fund.

Mr. Rutecki stated that it depends on the board and how much is being requested. In previous year all the grant applicants have asked up to three times more than what the board can distribute. This has caused past boards to only grant money to the top five groups. The last three to five years the board has managed to grant money to all the applicants.

Ms. Nelson mentioned the contingency grant and is 5% of what the board is granted by the assembly and it is used for unexpected or unanticipated events.

Mr. Rutecki gave an example that if the Gastineau Channel Little League wins District then go to State the contingency can help fund it because the group did not know ahead of time about that opportunity. The YAB does not fund school district activities. It did at one point but the assembly changed it when they gave the school district more money for athletics and activities.

Ms. Nelson added that the contingency requests come in throughout the fiscal year.

Mr. Rutecki continued by saying that the contingency grant requests have to be sent in before the event occurs.

Public Member asked what happens if there is funding from the contingency grants left over.

Ms. Nelson stated that most of the funding is used up before the end of the fiscal year.

Mr. Rutecki added that the assembly will take the funds back and move them to the general fund. He stated that it has not happened and asked for Mr. Pusich for clarification.

Mr. Pusich stated that he can't recall a time it has happened and that currently there is a little over \$4,000 in contingency funds remaining.

Public Member asked about broad categories of athletic, art, and academics and how each category was scored. She wanted to know if each group was moved to its category first and then scored since they are all under the same point system.

Mr. Rutecki answered yes.

Ms. Nelson added that it also helps to avoid a conflict of interest.

Mr. Rutecki continued by saying that if there is a board member(s) who is heavily involved in one of the three categories that member will not be assigned to that category to avoid perception of biased decisions.

Public Member continued by asking if each category was weighted differently when it came to pot of money available to each category.

Ms. Nelson stated that the board has looked at previous data on scoring and it has remarkably turned out to be an even distribution percentage wise between all three categories. She added that the board does want to look at the grant and data to insure there is an even distribution.

Mr. Pusich added that last year there were 14 sports, 6 arts, and 6 academic grants submitted and the distribution was equal in terms of funding level when it was broken down percentage wise.

Public Member questioned if there is a specific dollar amount designated to each category.

Mr. Rutecki stated that the board can look at each category and break it down to its percentage amounts depending on which category requests more.

Public Member asked if a volunteer is paid by a different entity but provide services to the organization would they still be considered volunteers?

Mr. Rutecki answered yes since they are still volunteering. He continued by asking if anyone had any concerns about the changes to the grant.

Public Member commented that it is good to go by a point system because it can help give newer grant applicants an even chance when it comes to applying with previous grant applicants.

Mr. Rutecki commented that there are no points awarded for longevity.

Mr. Rutecki added that there may be bias but it is still a pretty even playing field. He also agrees that the new point system will help with any bias issues.

Public Member asked that when the board members look at the funding for an event or camp, do they consider the type of event or camp.

Ms. Nelson stated that the board looks at what exactly the funds are being asked for and the contact hours with the children. She added that this is referring to number three of the mandates in the resolution. She hopes that this will allow the board to compare all the groups fairly with the exclusion of participant hours and number of hours.

Public Member inquired on how to calculate hours of participation when it comes to an organization that has a program that requires participants to be involved in the entire program to register for a special event.

Ms. Tran responded by saying that the organization will only request funding for that specific event aside from the entire program.

Mr. Rutecki added that an organization can request funding for a special event as well as equipment and once it comes to the special event that is when the calculation of participation hours goes into effect. He continued to say that the grant can be written to request for different things.

Ms. Tran stated that all request in the grant can be broken down in the budget narrative.

Mr. Rutecki added that the board will go through the budget narrative and see what they think should be funded.

Public Member asked that their organization has number of activities that don't just include children in Juneau but from other parts of Alaska. In this case should it be specify how many are from Juneau and how many are from other places in Alaska?

Mr. Rutecki clarified that the organization can only include youth participants from Juneau.

Public Member continued to ask if sending youth participants from Juneau to a camp elsewhere could it be funded.

Ms. Nelson answered that it could be funded because it would be considered a special event.

Mr. Rutecki added that chaperons will not be funded but the youth participants can be funded.

Public Member asked for clarification on the administrative cost for Juneau Fine Arts Camp and the facility rental fee from Juneau Community Schools. She asked to see if this falls under program cost.

Mr. Rutecki responded by saying the board had given Juneau Fine Arts Camp funding for the school rental since it is considered an event.

Public Member gave his support on how the board will look at programs as individual bases instead of making reductions across the board.

Mr. Rutecki asked if Mr. Christensen or Ms. Brooks had any comments.

Ms. Brooks stated that she is not in agreement with the changes made to the grant process.

Ms. Tran commented that the new process will be helpful for future applicants and the allow consistency in the scoring process.

Public Member asked for clarification about the total program cost and travel. He asked if the program participants are asked to pay for their own transportation could those fees be added to the total program cost.

Ms. Nelson replied to say that the board looks for the organization funding request and what will be funded.

Ms. Tran added that in the resolution it states that provision of travel, equipment, and other practical assistance to youth in need. The board does look at expenditures and it can be funded, but in the resolution it does rank this lower.

Public Member answered the public member's question by stating that if the organization is funding the transportation for the participant then they would include that in their budget but if it is required for family of the participant to pay for travel then the organization would not request funding for travel.

Public Member asked about transportation and special events. She wanted to know if a special event is a camp done every year or does the event have to happen every once and a while.

Mr. Rutecki gave the example for the Big Brother Big Sisters and how they hold monthly event that are not of the norm. These events are considered special events.

Public Member added that the organization holds monthly events.

Mr. Pusich commented that in the grant application it has a definition of what is considered a special event.

Public Member rephrased her question to wanting to know if travel can be incorporated in with a special event request.

Ns. Nelson commented that when the when the science applied they just added that the group that was going to the International Science Fair and specified that they need

funding for travel. There were a few participants that entered for other science fair and were asked to participate. Those participants then applied for the contingency grant since it was not an anticipated event.

Public Member still asked for clarification on if the group were to go to a tournament could that be added to the grant or as a contingency.

Mr. Rutecki responded by say that it would be better to include it in the whole grant.

Mr. Rutecki thanked the public for attending the meeting and asking questions in regards to their concerns.

b. JSA Seat-

Mr. Rutecki discussed the letter from the Juneau Softball Association stating that they would like to pull their seat from board. The Parks and Recreation director decided to forward that information the Assembly Human Resource Committee (AHRC) that had a meeting last night. The resolution will have to be changed to remove the JSA seat. Mr. Pusich sent the request over to the CBJ law department and they gave it the okay to move it to the AHRC. There was some discussion at the AHRC from Mr. Kiehl to make the seat an educational seat. The chair of the AHRC decided to make it a general public seat and it was approved. Then it moved over to the full Assembly and they discussed it but the change still needed to be discussed by the public so it was moved to their next meeting on March 5th. Once it is discussed it can be approved. There was also a conversation with City Manager who suggested that the position be advertised before being approved by the assembly. If any applications come in before the meeting they would got the Assembly Human Resource Committee and have application under pending approval by full Assembly.

Mr. Pusich commented that he will check with the clerk's office to see if it can be posted.

VII. Liaison Reports

a. JAHC – Ms. MacNaughton stated that the JAHC is getting ready for Wearable arts.

Scholarships applications will be coming out March – April

b. JSA- N/A

c. PRAC – The PRAC met and discussed making one designated trail with no dogs allowed.

The board currently has three public seats open on PRAC

VIII. YAB Board Comments

Ms. MacNaughton stated that she enjoyed all the historical knowledge given regarding the board.

Ms. Tran asked if the board has been divided into categories.

Mr. Pusich stated that there is a draft that still needs to be revised to make sure there is no conflict of interest.

Ms. Nelson stated that she is happy about the public turn out.

Ms. Brooks stated that she was pleased with turn out. She also commented that the board should have sought out participation of the public and grant applicants prior to voting on the revision instead of afterwards and believed the process was done backwards.

Mr. Christensen stated that is better to have discussions within the board before addressing the public if necessary. He also added that there was a good reaction from grant applicants.

Mr. Rutecki commented that he is happy about new process.

IX. **Next Meeting** - March 13, 2018

X. **Adjournment** - 6:53