

Youth Activities Board Meeting
City Hall Conference Room 224
March 10, 2020
5:30 PM
Agenda

- I. **Roll Call**
- II. **Approval of Agenda**
- III. **Public Comments on non-agenda items**
- IV. **Approval of Minutes:** February 5th, 2020
- V. **Old Business**
- VI. **New Business**
 - a. Contingency Requests- Available Balance: \$7,075

Name	Amount Requested	Amount Awarded
Arctic Winter Games Juneau Snowshoe Team Alaska	\$3,700	Event Canceled

- b. YAB grant scoring/review schedule
- VII. **Liaison Reports**
 - a. JAHC
 - b. PRAC
- VIII. **Board Comments**
- IX. **Next Meeting** - April 21, 2020, 5:00pm JDHS Commons
- X. **Adjournment**

Youth Activities Board Meeting
City Hall Conference Room 224
February 5, 2020
5:30 PM
Meeting Minutes

I. **Roll Call-**

Present Members - Bonita Nelson, Joyce Vick, Tom Rutecki, Kristen Romanoff, Caleb Peimann, Michelle Burlin, Della Cheney

Absent Members - Liz Balstad, Kiana Potter

Staff Members - Dave Pusich; Recreation Supervisor

Public Members - Charlotte Truitt/Juneau Symphony; Melissa Fritsch/Juneau Skating Club; Cherish Hansen/Juneau Douglas Ice Association; Nicole George/Sealaska Heritage Institute; Scott Griffith/Glacier Swim Club; Alenita Danner/Girl Scouts of Alaska; Sarena Mahle/Juneau Youth Football League; Louisa Phillips/ Big Brothers Big Sisters; Bridget Lujan/Juneau Dance Theatre; Ginger Nizich/Midnight Suns Softball; Bess Crandall/Discovery Southeast; Justin Pelkowski/SAIL/ORCA; Heidi Davis/AWARE Girls/Boys Run; Keith Cox/Capital City Judo; Sandy Fortier/Juneau Jazz & Classics.

Approval of Agenda - Mr. Rutecki moves to approve agenda. No objection. Agenda approved.

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

III. **Approval of Minutes** – January 14, 2020

Ms. Vick motions to approve minutes. No objection. Minutes approved.

IV. **Old Business**

V. **New Business**

a. Youth Activity Grant Changes – Public Discussion

Mr. Rutecki explained that the purpose of this meeting is to give the applicants an opportunity to ask questions and review how the board scores grants. The Youth Activity Grants are based on resolution 2820 that was established by the Assembly. The board had added this resolution to grant packet that reflects the process of grant scoring.

Mr. Rutecki commented that this meeting was held two years ago and was well received by those who attended and turned it over to Ms. Nelson who is presenting to the attending group.

Ms. Nelson stated she would give a brief overview of how grants are scored and the changes that were implemented a few years ago.

Ms. Nelson added the Youth Activity Grant and Board were established by a Resolution that was passed by the Assembly. Rules and guidelines for the YAG funds and YAB are noted in the resolution included in the grant application page A-6.

Stated there are equal value to youth of athletic, cultural, artistic and academic types of activities and reflects the range of needs identified by qualified proposals.

Ms. Nelson added that funding would not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.

Ms. Nelson stated the board has the ability to add criteria in order to evaluate effectiveness of activity-qualitative and quantitative categories.

The resolution has 13 funding priorities in order of importance that are reflected in the grant packet that will allow the committee to follow the guidelines when scoring grants. The highest number of points is 16 for number of hours of participation per youth followed by cost per participant hour and number of youth actively participating in the program. The first three directives are quantitative and the remaining directives are qualitative. The score sheet has the directive number beside each item that the Assembly requires. Other items are things the YAB has inserted.

Ms. Nelson gave example to group from slide in reference to quantitative point values that you must rank in order before allocating points. All other items that are quantitative are given points based on judgement of the board.

For qualitative items the YAB scores all of these items based on the thoroughness and clarity of your answers. Be sure to read what is required and follow any example given. Remember to provide clear outline of goals and objectives for your program and follow the examples given in your packet.

Ms. Nelson added to remember to add the information for your “free points” by presenting proposal according to directions and that your proposal is easy to read and follow. The board weighs the importance of every activity and tries to give each group as much as they can. Suggests you submit two letters of support for two extra points as can help when board scores many grants that have similar scores. These grants are intended to supplement programs and are not meant to fully fund programs. Previously awarded grants is public information and are posted on the Parks and Rec website.

Mr. Rutecki commented on special program requests and stated the board will not fund special programs for example a six-hour set-up of facility rent but can fund events that are offered on a one time basis or special instructor is brought in to conduct a class. The board tries to fund most groups unless their application is not complete.

Mr. Rutecki stated that during the last three to four years the board has broken down funds by a percentage for each of the categories. Total dollar figures are used for each of the three categories for arts, academic and sports. These figures are based on the percentage of requests by the three categories and then divided by available funding which is \$315,875. This gives the board a budget to work with within each of the three categories.

Ms. Vick commented to group to fill out the grant correctly and that just because you turn in a grant does not necessarily mean you will be awarded funding. There are some years where groups are not funded at all.

Scott Griffith/GSC commented that having this meeting is great and thanked the committee. Suggested to those writing grant to get the edible pdf software, which is a great help putting grant proposal together.

Heidi Davis/ AWARE asked what changed in grant packet from last year?

Mr. Rutecki stated no changes occurred from last year.

Louise Phillips/BBBS asked if she could get copy of the presentation from tonight’s meeting? Board commented that yes and it is currently on Parks and Rec website.

Keith Cox/Capital City Judo asked if board could award lessor amounts than what is asked for?

Mr. Rutecki stated yes the board could do that.

Keith Cox/Capital City Judo asked if the board funds board development. Mr. Rutecki stated that no the board does not fund for that.

Ms. Vick commented to remember to send a representative to meeting in April where the board meets with each organization to finalize any questions they may have. Stated that rarely does the board fund everything you ask for.

Ms. Vick commented that board is giving funds to youth in the Juneau Community. Youth coming in from other areas such as Whitehorse is not funded.

Mr. Pusich commented that all grants are due by March 2, 2020 by 4:30p.m. at the Parks and Recreation main office.

VI. Liaison Reports

- a. JAHC – Ms. Cheney reported she is doing artful teaching programs to help first year teachers get started. Conducting residency at Floyd Dryden teaching 100 kids how to basket weave and techniques of weaving. Wearable Arts coming up February 15-16.
- b. PRAC – Mr. Rutecki reported there was no meeting but there will be a retreat coming up in a few weeks.

VII. YAB Board Comments

Ms. Romanoff asked what grant committee she will be on this grant cycle. Mr. Rutecki stated for the Arts group it would be Kristen, Tom and Caleb. For the Academic group it will be Kiana, Joyce and Michelle. For the Sports group it will be Della, Bonita and Liz.

Ms. Romanoff thanks Bonita for presenting tonight.

Ms. Cheney - no comment

Mr. Peimann - no comment

Ms. Vick thanked everyone for having this meeting as people appreciate it.

Ms. Nelson - no comment

Mr. Rutecki – Thanked everyone for attending and for Bonita for putting materials together and Dave for his support for making meeting happen.

VIII. Next Meeting - Tentatively March 10, 2020

IX. Adjournment - 6:28 moved to adjourn.

YAB FY21 REVIEW SCHEDULE

Friday	January 3, 2010	Request for Youth Activity Grant application becomes available and is posted online. Staff will also email all previous grant applicants the available date.
Monday	March 2, 2020	Proposals are due to the Parks & Recreation office by 4:30pm.
Wednesday	March 4, 2020	Staff will divide proposals into three separate categories: Art/Theatre/Dance, Sports/Athletics, and Academic/Other and prepare board packets.
Thu/Fri	March 4-5, 2020	Packets ready for pick-up at Parks & Rec office by 4:30 pm.
Monday	March 9, 2020	Packets delivered to YAB members who have not picked up their materials.
Tuesday	March 10, 2020	Contingency Grant meeting (if needed)
Friday	March 20, 2020	YAB members return their scoring sheets and any questions for the proposers to staff liaison by 4:30pm. <i>If no questions please submit scoring sheets by Monday, 3/23/20.</i>
Monday	March 23, 2020	Staff will send questions to the agencies and request a written response. Staff liaison will combine scoring and create a point based scoring list for each category.
Friday	March 27, 2020	Staff liaison emails Elisabeth Jensen with Finance to set date for finance committee meeting.
Monday	March 30, 2020	Organization answers due back by 4:30pm.
Wednesday	April 1, 2020	Organization answers sent to subcommittee group members
Tuesday	April 21, 2020	5:00pm – 8:30pm JDHS Commons YAB subcommittees meet to evaluate and make funding recommendations (Public will arrive at 6:00pm). Work session from 5-6pm for reviewers to talk over proposals and formulate potential questions.
Wednesday	April 22, 2020	5:00pm – 8:00pm CBJ conference room 224 Full board meets to finalize YAG funding recommendations.
Wednesday	April 29, 2020 (tent)	5:30pm Assembly Chambers Finance Committee meeting to approve YAB Grant funding. (Board rep must attend to present).