

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

- I. **Roll Call**
- II. **Approval of Agenda**
- III. **Public Comments on non-agenda items**
- IV. **Approval of Minutes** – January 14, 2020
- V. **Old Business**
- VI. **New Business**
 - a. Youth Activity Grant Changes – Public Discussion Q&A
- VII. **Liaison Reports**
 - a. JAHC
 - b. PRAC
- VIII. **Board Comments**
- IX. **Next Meeting** - Tentatively March 10, 2020
- X. **Adjournment**

**Youth Activities Board Meeting
City Hall Conference Room 224
January 14, 2020
5:30 p.m.**

Meeting Minutes

- I. Roll Call-**
Member Present: Tom Rutecki, Liz Balstad, Kristen Romanoff, Joyce Vick, Caleb Peimann, Bonita Nelson
Members Absent: Kiana Potter, Michelle Burlin, Della Cheney
Staff Present: Lauren Verrelli; Recreation & Public Services Manager
Public Members Present: Katherine Miller; Tundra Wolves Robotics coach
- II. Approval of Agenda-** Added d. Scoresheet process review – Bonita Nelson. No objection. Agenda approved.
- III. Public Comments on non-agenda items-** None
- IV. Approval of Minutes: November 12, 2019** -Ms. Romanoff moves to approve the minutes. No objection. Minutes approved
- V. Old Business**
- VI. New Business**
a. Contingency Requests- Available Balance- \$10,375.00

Name	Amount Requested	Amount Awarded
State Lego Robotics Championship- Team Tundra Wolves	\$1,844.73	\$1,200 (\$300 per participant) 4 participants
State Lego Robotics Championship- Girl Scouts of Alaska, Team THURSDAY	\$5,788.00	\$2,100 (\$300 per participant) 7 participants

Ms. Nelson asks if we fund these two contingency requests will we have enough funds for remaining balance for any further funding requests down the road.

Ms. Vick suggests that we combine the two requests for dollar amount at \$300 per participant for a total of \$3,300 for the two requests.

Ms. Vick asked if Girl Scouts had requested this travel funding in regular grant request.

Ms. Vick recommends \$300 per student.

Motion by Ms. Vick to fund \$300 per participant at \$3,300 total for both contingency grant requests. No objection. Motion approved.

Ms. Vick commented on fundraising regarding groups who need travel funds for attending events. Contingency funds help partially fund some group travel but not intended to fully-fund events.

Mr. Rutecki stated there might still be some swimmers and Juneau Jumpers who may possibly apply for contingency funds.

- b. Question & Answer meeting for Youth Activity Grant applicants – have either Wednesday 2/5 or our normal Tuesday 2/11 meeting room 224 at 5:30pm.

Wednesday, February 5 was decided by the YAB for the date for score sheet process review for public question and answer session.

Ms. Nelson stated she would present her power point presentation that she previously put together.

- c. KTOO Juneau Afternoon – Joyce/Caleb

Ms. Vick stated she left message with KTOO on date and time and is waiting to hear back on show availability.

Ms. Vick will coordinate with Mr. Peimann on when she hears back from KTOO on a date for presenting for the YAB.

- d. Score sheet process review – Bonita Nelson presented review

Ms. Nelson stated board members should review youth activities board resolution 2820 that gives directives on purpose of youth activities board and grant.

Ms. Nelson went through her power point presentation on scoring changes that were previously approved.

Ms. Nelson went over the 13 mandates in order of importance that the proposals are scored by.

Ms. Nelson reviewed the quantitative point values and how points are awarded to various groups with similar number of participant hours.

Ms. Nelson stated she uses a spreadsheet to help her figure out the quantitative scores. Data is sorted from highest to lowest before points are assigned. This is just a suggestion of how scores are awarded as board has discretion on awarding points.

Ms. Balstad stated she takes applicants score sheets, makes a copy and makes notes on it so she can retrieve it later on for when questions arise on calculations, etc.

Ms. Vick stated she uses a spreadsheet as where to calculate things and rates them in clusters, then goes back through and looks at numbers and scores grants from that point.

Ms. Vick requested to have Ms. Nelson's scoring presentation sent out to all YAB members. Ms. Nelson will send out to everyone.

VII. Liaison Reports

- a. PRAC – Mr. Rutecki reported CBJ owned property near Duck Creek is proposed for a round-about project. DOT and Parks and Rec representatives spoke about project at PRAC meeting. PRAC is recommending sale of the parkland and CBJ is still negotiating with DOT to make sure they can move forward with this project.
- b. JAHC – no report

VIII. Board Comments

Ms. Balstad stated she was embarrassed by Mr. Rutecki' s comments regarding DOT round-about project in discussions with Department. Ms. Verrelli commented that PRAC update was not stated correctly.

Ms. Romanoff - no comment

Mr. Peimann - no comment

Ms. Nelson – asked when the grants were due into Department. Grants are due by March 2. Ms. Nelson stated grant packets would be ready for pick-up March 4-5 at Parks & Rec office. Score sheets due to P&R by March 20 or March 23 if no questions. April 21 and April 22 are the Boards two big meetings for finalizing grant funding for FY21 proposals.

IX. Next Meeting - February 5, 2020

X. Adjournment - Meeting adjourned at 6:38pm



Youth Activity Grant Score Sheet Overview

Youth Activity Grant and Board are established by a Resolution passed by the Assembly. Rules and guidelines for the YAG funds and the YAB are outlined in this resolution.

Bonita Nelson
Youth Activity Board

February 4, 2020

The YAB has directives and latitude

Appropriates funds for YAG
Rules for grant and YAB

In your grant
Packet p. A-6

Introduced: 03/05/2018
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2820

**A Resolution Reestablishing the Youth Activities Board, and
Repealing Resolution 2761.**

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To Adopt procedures for evaluating proposals youth activities.

(c) Subject to the limitations established in Section 4, to make

Equal value to youth of athletic , cultural, artistic and academic types of activities and reflect the range of needs identified by qualified proposals

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

(1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.

(2) Programs may not be funded retroactively.

(3) Funding will 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.

(4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."

(5) All programs are subject to City and Borough financial audits.

This gives the board the ability to add criteria in order to evaluate effectiveness of activity - qualitative and quantitative categories. It also outlines specific rules for use the funds.

Here are the 13 directives in order of importance

Page A-9

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.
- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

First three = quantitative,
calculated columns

Remaining = qualitative

The score sheet has the above directive number beside each item that the assembly requires. Other items are those that the Youth Activity Board has inserted.

PROPOSAL EVALUATION SCORING SHEET:

Organization: _____ FY18 Request _____

Program: _____

Rater: _____ Date: _____

I. Required Information Possible Pts/Score

- A) Proof of non-profit status Yes/No
B) Proof of legal status Yes/No

II. Plan of Operation

- A) Extent of Youth Participation
1. (a) Direct hours per youth
(b) Total number of direct participation 16 _____ CBJ (1)*
2. Number of youth 14 _____ CBJ (3)
3. Adult to youth ratio 12 _____ CBJ (5)
4. Existence of scholarship fund 7 _____ CBJ(10)
5. Practical assistance to youth in need 6 _____ CBJ(11)
B) Goals/Objectives/Timelines 4 _____
C) Program Evaluation Requirements 4 _____
D) Community Coordination 4 _____

Section II Total Points 67 _____

III. Management Capacity

- A) Past History 11 _____ CBJ(6)
B) Instructor/Coach Relevant Experience 13 _____ CBJ(4)
C) Volunteer Support 8 _____ CBJ(9)
D) Cooperative Efforts 5 _____ CBJ(12)
E) Participant Safety/Security 4 _____

Section III Total Points 41 _____

Sub-total Points (Page B-1) 108 _____

- * Indicates number of "importance factor" listed in CBJ Resolution 2820

		<u>Possible Pts/Score</u>	
IV.	<u>Program Budget/Organization Support</u>		
A)	Program Expenditures		
	1. Program Budget Attachment		
	2. Program Budget Narrative.....	10	CBJ(7)
	3. a) Total program cost per participant hour		
	b) Proposal request cost per participant hour.....	15	CBJ(2)
B)	Organization Support and Program Revenues	9	CBJ(8)
	1. Amount of direct CBJ Support		
	2. Indirect CBJ support		
	3. List of program revenues		
	Section IV Total Points	34	_____
V.	<u>Proposal Presentation</u>	Section V Points	4 _____ CBJ(13)
VI.	<u>Optional Information</u>		
A)	Letters of support (maximum of 2)	2	_____
	Sub-total Points (Page B-2)	40	_____
	Sub-total Points Page B-1	108	_____
	Sub-total Points Page B-2	40	_____
	<u>Local Proposer 2</u>	2	_____
	TOTAL POSSIBLE POINTS	150	_____

Three items are quantitative (calculated values) that you must rank in order before you allocate point values. The highest value for **II Plan of Operation A 1. and 2.** gets the most points. For item **IV. Program Budget/Organization Support number A) 3.** the **LOWEST VALUE** gets the most points. All of the other items are quantitative – you only use your judgement to award points .

2. Quantitative Point Values

Data Sorted Worth 16 points

Total numbers
of direct
participation

**Can't do
this**

Decide how you want to allocate
the point values

79000	10	16	16
77375	10	16	15
76000	12	15	15
25000	11	15	14
20000	11	14	14
14960	16	10	13
13400	15	10	13
10600	14	9	12
5500	9	5	11
5280	9	4	11
4000	16	3	10
1770	8	2	10
1400	9	1	10

Qualitative items

Reviewers score 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.

	4. Existence of scholarship fund	7	CBJ(10)
	5. Practical assistance to youth in need	6	CBJ(11)
B)	Goals/Objectives/Timelines	4	
C)	Program Evaluation Requirements	4	
D)	Community Coordination	4	
Section II Total Points		67	
I.	Management Capacity		
A)	Past History	11	CBJ(6)
B)	Instructor/Coach Relevant Experience	13	CBJ(4)
C)	Volunteer Support	8	CBJ(9)
D)	Cooperative Efforts	5	CBJ(12)
E)	Participant Safety/Security	4	

Example:

B. Goals/Objectives/Timelines

(4 points possible)

Provide a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAP goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth and should be explained clearly and concisely. Objectives and activities should be **measurable**, feasible, have time limits and describe specific accomplishments. There should be at least one goal for each program component that furthers the overall goal of YAG program.

Examples: See Appendices, Pages B-7 and B-8

“Free Points”

Proposal Presentation: where can we find “Paid for by CBJ tax funds” ; pages are correctly numbered; budget info is complete; data are calculated correctly for quantitative items; information is easy to find and follows outline given in the examples and narratives

V.	<u>Proposal Presentation</u>	Section V Points	4	<u> </u> CBJ(13)
VI.	<u>Optional Information</u>			
	A)	Letters of support (maximum of 2)	2	<u> </u>

Two letters of support = two automatic points

Sometimes there are problems with interpretation of the rules. These are two main examples.

4. Grants will 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 special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-5) is allowed.

Definitions:

CBJ	City and Borough of Juneau	Page A-5
Special Instructor	Must meet all of the following criteria: not currently on staff of the agency, time limited, must work directly with youth, and must have special qualifications for the program. Final determination will be made by the YAB.	
Special Event Rental	Rental for a venue where regular activities are not scheduled or where an event is offered on a one time basis or when a special instructor is brought in for an event.	

Any Questions Please contact:

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