

**Youth Activities Board Meeting
Zoom Webinar
December 8, 2020
5:30 p.m.**

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Meeting Minutes

I. Call to order at 5:32pm- Tom Rutecki, Chair

Roll Call-

Member Present: Tom Rutecki, Bonita Nelson, Kiana Potter, Summer Christiansen, Kristina Moore-jager, Josh Anderson, Liz Balstad, Caleb Peimann, Della Cheney

Members Absent: None

Staff Present: Dave Pusich; Recreation Supervisor

Public Members Present: None

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

III. Public Comments on non-agenda items- None

IV. Approval of Minutes: November 10, 2020 -Ms. Nelson moves to approve the minutes. No objection. Minutes approved

V. Old Business

VI. New Business

a. FY22 Grant Application Review and Final Edits for RFYAG #22-001.

All page numbers in review refer to the Youth Activities Grant Package RFYAG #22-001.

Ms. Nelson introduced the grant application changes on behalf of the YAB and was decided to have the YAB go through each of the ten items noted for change/discussion and approve each item for change separately.

Background info: The YAG is established and guided by directions in CBJ's Resolution serial No. 2820 listed on page A-6 in the Request for Youth Activities Grants Package: RFYAG #22-001. The resolution outlines how the Board "shall evaluate proposals through a scoring method applying the following factors in order of importance". There are 13 factors (numbered 1-13 listed on

pages A-9 and A-10) which guide scoring priorities. The YAB has also added their own factors for evaluating the grant application. The score sheet (pages B-1 and B-2) reflects the factors that are mandated and prioritized by the CBJ by listing “CBJ (x)” next to the line where point values are listed, others are those generated by YAB. Point allocation follows the CBJ factor priority.

The issues below result from two problems: the CBJ factors are succinct (therefore open to wide interpretation) and the additional factors written by the YAB are interpreted by groups to be duplications of CBJ factors. This has led respondents to use the same verbiage in multiple answers or to not understand the intent of a CBJ or YAB factor.

Several of these topics have been discussed over the last several years at Board meetings, but problems keep arising in interpretation of the data requests (at least in the sports grant requests.)

I have found ten topics that have occurred several times over the sports proposals and should be reviewed by the board. Each topic is numbered and is bold. An issue statement describes the problem and or background information. Copies of the text taken from the grants package which are relevant to the topic are italicized and red text indicate proposed changes for discussion purposes. Since I have only reviewed sports proposals, my examples and suggestions reflect that knowledge. Other examples from the other two categories could be substituted. The suggestions are for discussion purposes.

1. Typographical Errors on amount of proposal request (page C-1) and request amount used for budget calculation (page C-13) are not the same.

Issue: Groups are using prior year’s check sheet (page C-1) for amount request but the budget information (page C-13) has new and correct amount. Although the amount could be insignificant, one group was less than \$150 but another had a difference of \$3000. This resulted in the sports group being allocated a higher amount that should have been because the title page used prior year’s request.

ACTION: Add the lines below on page C-1 and C-13

PROPOSAL CHECK SHEET AND TABLE OF CONTENTS: (page C-1)

Program Title:

Organization:

CBJ Program Request: \$ _____ (This amount must match the total amount of request listed on page C-13)

G. Total (page C-13 on budget information page)

(Total the subtotal of A through F) -This amount must match the total amount requested on page C-1

- **YAB approves changes as outlined in item 1.**

2. What should be done with total allocation when groups requests items that are not fundable?

Issue: Allocation of requested funds are based on the point value of the grants score. Higher scoring grants get a higher percentage of their requests. This problem occurs with a small percentage of grants, but is significant when a group request has a small amount of funds (< \$10,000 in sports). The CBJ resolution is clear on what type of items or services will or will not be funded and they are listed below. For example: a lower scoring group that requested \$4300 had \$1700 of invalid (gym rental and coach fees) expenses. Therefore the valid amount of the request was \$2600 not \$4300. If the original request of \$4300 was used and the point value indicated allocating 50% of the amount (a typical amount for a low scoring grant) then that organization would really get a disproportionately higher amount of their request.

ACTION: Paragraph 2 on page A-1 clearly states what cannot be funded. We can clarify this problem by adding the text in red to paragraph 2 listed below:

Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors. Any costs for these non-allowable items will be deducted from your total request and the adjusted amount will be used in determining your final award. Funding will be allowed 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 an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling to Juneau for training.

If you have questions regarding these policies please call CBJ Parks and Recreation Department at (907) 586-5226.

- **YAB approves changes as outlined in item 2.**

3. Are TRAVEL days considered direct youth participation? The effect is to inflate the number of hours of participation and to lower the cost per hour of the program both of which will increase point values.

ISSUE: The priorities of the CBJ factors reward large groups with many hours of participation. These data are used to calculate the two highest point values on the score sheet (extent of your participation on page B-1) and program cost/hour (page B-2). The board has had many discussions of this concept and has agreed that the intent of this point is to calculate the number of hours participants are engaged in the activities of the program. For example, this includes the entire length of a game or practice for all of the individuals on the team, acknowledging that some individuals are more active more often than others. The total does not include youth who attend an activity as an audience. This past year two sports programs added many extra active participation hours as travel time to out of town competitions, which gave them higher point values for the two top point values.

The Plan of Operation narrative (pages C6-C7) require a specific explanation and break down of calculation participant hours. That number is used again on page C-19 to estimate cost/hour of the grant proposal and both of these summary numbers must be the same. The groups that included travel hours significantly increased the active hours thereby decreasing the cost/hour of the grant request.

I do not believe the CBJ nor the YAB's intent is to allow groups to use travel hours as direct participation.

ACTION on page B-3 change the text listed in red below, which will clarify youth participation hours to not include travel

A. Extent of Direct Youth Participation

II. Plan of Operation (65 maximum points possible) A. Extent of Direct

Youth Participation (55 points possible)

16 pts 1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels and/or activity groups if hours of participation will vary. (i.e.: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)- 480 hrs). Please include only youth who participate ~~in the majorities of the~~ (delete the words "in the majorities of") **directly in** activities in the program. Do not include youth who only attend to observe a special event hosted by an organization (e.g. audience members). **Do not include travel hours to and from competition.**

ACTION ITEM page C-5

II. PLAN OF OPERATION (65 Points)

A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A): (55 points)

1. (a) Identify and describe how many hours each individual youth enrolled in your program will participate. Break down by age group, skill levels, and/or activity groups if hours of participation will vary. **Travel hours to and from competition are not allowed.**

(b) Identify and describe the total number of hours of participation by all youth enrolled in your program. Break down by age group, skill levels, or activity groups if hours of participation will vary. **Travel hours to and from competition are not allowed to be calculated in the active participation tally.**

➤ **YAB approves changes as outlined in item 3.**

4. Use whole numbers when reporting hours.

Issue: Checking the math on the score sheets is much more efficient using whole numbers

ACTION: Add Use whole to text on page B-3

I. Required Information

This information must be included in the application.

A. Please include proof of non-profit status. *

B. Please include proof of legal status (articles of incorporation, etc.) *

If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your non-profit or legal status, you may check the applicable box in the application and will not be required to re-submit this information. Any difference requires that you re-submit proof. If you do not provide the required information OR do not check the applicable box, **YOUR APPLICATION WILL NOT BE EVALUATED*

Use whole numbers when reporting hours.

- **YAB approves changes as outlined in item 4.**

5. Adult to youth ratio (page B-3) is often confused with volunteer support (page B-5)

ACTION: Define what is meant by adult/youth ratio (on page B-3) and include more definition to the Volunteer Support category on page B-5

ISSUE: Some groups include board members, administrative help or chaperones in the calculation of adult to youth ration (page B-3). The vast majority of the sports proposals only include those who directly work with the youth, such those who are instructors or who are directly helping with the events. Previous discussions at board meetings have discussed this intent. CBJ factor related to this issue is #5: “High adult per youth ratio to support the program” page A-9 (this is vague). The directions in the Proposal Evaluation Criteria for this factor (page B-3) are:

*12 pts 3. Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please list specific numbers. **Include only persons who are actively working with youth during activities. Volunteers not involved directly with youth will be enumerated under the Volunteer Support category (see page B-5).***

Because the instructions have the second sentence, the intent seems to be identification of the adult/youth who are working directly with the activities. Additionally, on page B-5 is the **Volunteer Support** definition:

C. Volunteer Support (8 points possible) A description of the type and amount of volunteer support there will be for the program. *Include all chaperones, board members and others who assist the program.*

- **YAB approves changes as outlined in item 5.**

6. Special consideration to those provide scholarships (pages A-10 and B-4)

Issue: This is a 7 point category and we do not outline a provision for groups that do not provide scholarships because they do not charge fees for participation. CBJ factor # 10 (page A-10) states: “Existence of scholarship for fund for qualified youth within the program”. Additional text in red below should be added to page B-4 to allow points to be given for those who do not charge fees.

*7 pts 4. A description of the existence of scholarships available to qualified youth within your program (not including those from CBJ funding). Describe the process, example of request and statistics on numbers awarded. **If no fee is required for youth to participate and therefore no scholarship is required, please give details so points can be awarded for this category.***

- **YAB approves changes as outlined in item 6.**

7. Practical Assistance to youth in need: (page B-4) from CBJ factor #11 (page A-10)

Issue: Several groups have listed scholarships as an answer to the “practical assistance to youth in need factor”. This is not valid since there is a separate category for scholarships and the intent is to verify other types of support.

ACTION Add text to page B-4 listed below

*6 pts 5. Provide information on assistance provided to youth in need such as provision of transportation, equipment and other practical assistance. **Do not include scholarships.***

- **YAB approves changes as outlined in item 7.**

8. Goals/Objective/Timelines and Program Evaluation Components (page B-4)

Issue: Example of program goals in application packet on pages B-7 and B-8 list activities or skills that involve youth, not administrative goals for the organization. Groups have include administrative activities for the organization (“keep things going, start planning for next year”) in addition to youth activities (learn to solo sail). Since the examples given in the instructions focus

on youth activities and skills and not administrative activities, an explanation of intent should be provided listed in red below.

ACTION: on page B-4 insert the red text below

B. Goals/Objectives/Timelines (4-6 points possible) 2 points added due to elimination of community collaboration category.

*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 YAG 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. **Goals should focus on youth activities or skills and not on organization's administrative goals.***

For Examples: See Appendices, Pages B-7 and B-8 of grant package.

- **YAB approves changes as outlined in item 8.**

9. Community Coordination (page B-4), Volunteer Support (page B-5) and Cooperative Efforts (page B-5) applicants often use the same information to answer these questions

Issue: These categories receive the same (cut and pasted) answers on several sports applications and confusion for the rating board members. CBJ mandates “amount of volunteer support for the program” (factor # 9 page A-10) and “cooperative efforts with other youth organizations” (factor #12 page A-10). Community coordination (described on page B-4) is a category added by YAB. These are listed below:

Action Items: Add red text below

~~D. Community Coordination (4 points possible) (PAGE B-4) (YAB category) delete this section~~

~~1. List the agencies with whom you will coordinate and provide an explanation of how the coordination will meet the goals and objectives of this program. Agencies do not include other youth groups. Please put that information under the “Cooperative Efforts” category described on page B-5 Add 2 points to safety measures. **Added 2 points to safety measures & 2 points to Goals/Objectives.**~~

~~2. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.~~

Here are the directions for volunteer support (page B-5) for CBJ factor 9 and Cooperative Efforts (page B-5) CBJ factor #12

C. Volunteer Support (8 points possible) A description of the type and amount of volunteer support there will be for the program. *Include all chaperones, board members and others who assist the program.*

D. Cooperative Efforts (5 points possible) A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program. *This includes such things as coordination of fields for practices with other youth organizations.*

- YAB approves changes as outlined in item 9.

10. Past History Points (page B-5) 11 points - unfair to new groups and no way to evaluate inclusion of required organizational chart and resumes

Issue: CBJ factor #6 (page A-9): is “Organization’s past history of providing successful youth programs.” Newer programs are heavily discriminated against in this large point category, especially since the largest sports programs are the longest running programs. In order to make a more equitable comparison, the 11 point category could be broken down to include point values for required information that is not evaluated. Below is the description on **page B-5** of past history category in the instruction part of the grant package:

A. Past History (11 points possible) A description of the organization’s past history of providing successful youth programs, evaluations and reporting to the YAB.

This category is under the Management Capacity section of the grant application (on page C-10) listed below:

III. Management Capacity (Refer to Section B-4, Section III): (41 43 points)

~~Include a current organizational chart with names of staff positions filled in on it. (Moved under Past History)~~

~~Include current resumes of top administrative personnel and specialized instructors.~~

ISSUE: There is no place to record if these two items (resumes or org chart) are present (no check box) nor the quality of these items. Sports section has received grants applications where the resumes only include employment history and NO information about the experience of the personnel with respect to knowledge of the sport. Also, applicants have left out organizational charts completely. The quality of these two items could be evaluated using some of the 11 Past History points.

ACTION: Divide the 11 Past History points to include the organizational chart and the resumes in that point category. The 11 points could be divided so the resumes = 3 points, the organizational chart = 2 point and the past history could be 6 points. The resume and organization chart could be subcategories on the score sheet under the past history line.

Add to B-5

A. Past History (11 points possible)

A description of the organization's past history of providing successful youth programs, evaluations and reporting to the Youth Activity Board.

1. Include a current organizational chart with names of staff positions filled in on it. **(2 points)**
2. Include current resumes of top administrative personnel and specialized instructors. Please include instructor's experience relevant to the activity. **(3 points)**

Note: It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization's management structure and capabilities.

- **YAB approves changes as outlined in item 10.**

VII. Liaison Reports

- a. PRAC – Mr. Anderson stated PRAC's last meeting was in regards to Parks & Recreation CIP funds. Received CIP projects and discussed recommendations in which they created a sub-committee regarding how to use the \$550 thousand CIP and bond funds. Sub-Committee will have draft recommendations on use of these funds at next PRAC meeting.
- b. JAHC- Ms. Cheney stated funding for artists came from JAHC through CBJ because of Covid-19. Currently working with teaching artists around Juneau to continue working with school district via Zoom. Teaching weaving via Zoom and learning how to do this. Trying to find ways to work with artists and students in the schools via Zoom.

VIII. Board Comments

Ms. Balstad thanked Ms. Nelson for great job for review and edit on grant application.

Ms. Moore-jager thanked Ms. Nelson for her work on document.

Ms. Christiansen thanked Ms. Nelson as well.

Ms. Cheney commented she will be traveling to Kake, AK for several months.

Mr. Rutecki thanked everyone for all their work.

IX. Next Meeting - January 12, 2021

- X. Adjournment-** Ms. Balstad makes motion to adjourn meeting.
Meeting adjourned at 7:10pm