



OFFICE OF MAYOR LENNY CURRY

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Lex Hester Memorial Scholarship Trust Fund Committee Meeting
Agenda
October 23, 2018
1:00 PM

- Welcome Sam Mousa, Chief Administrative Officer
- Introductions Committee Members
- Election of Chairperson Sam Mousa, Chief Administrative Officer
- Review Ordinance/Executive Order Sam Mousa, Chief Administrative Officer
- Process for distribution of scholarship funds Sam Mousa, Chief Administrative Officer
- Next Meeting TBD



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Lex Hester Memorial Scholarship Trust Fund Committee Meeting Meeting Minutes for October 23, 2018

Location: City Hall, Mayor's Office, 117 W. Duval Street, Suite 400, Mayor's large Conference Room

In Attendance:

Sam E. Mousa	City of Jacksonville
Shari Shuman	University of North Florida
James Croft	City of Jacksonville
Justin Damiano	Jacksonville Port Authority
Tracey Flynn	Lex Hester family
Mercedes Parker	City of Jacksonville, City Council
Marlene Russell	City of Jacksonville, Staff Support

Meeting Convened: 1:00 PM

Mr. Mousa opened the meeting explaining the committee meeting is considered a Sunshine meeting and we must follow those rules. All business must be held in a public setting, which must be publicly noticed.

Mr. Mousa asked that everyone introduce themselves for the record.

The following members introduced themselves, James Croft – City of Jacksonville – Public Affairs Office, Shari Shuman – University of North Florida, Justin Damiano – Jacksonville Port Authority, Sam Mousa – Chief Administrative Officer – City of Jacksonville, Mayor's Office, and Tracey Flynn – daughter of the late Lex Hester. Marlene Russell introduced herself as the committee support staff and visiting today is Mercedes Parker – City of Jacksonville, City Council Office.

Mr. Mousa explained that the scholarship trust fund has approximately \$22,000 of interest income to award for scholarships. Only the interest from the account can be expended. To date, no scholarship awards have been made from this trust fund. In order to establish the committee we needed to locate a family member of the Lex Hester Family. We were able to locate Mr. Hester's daughter, Tracey Flynn. The family member term does not expire. The

committee can have 7 members, with 4 being a quorum. Quorum must include a Lex Hester family member.

Election of Chairperson:

Mr. Mousa stated a chairperson needed to be elected for the committee. The chairperson may only serve for a one year term. A motion by James Croft to nominate Sam Mousa for the Chairperson was made and seconded by Tracey Flynn. The Committee unanimously approved Sam Mousa as chair effective November 1, 2018.

Review of Committee members:

Mr. Mousa stated he did not want to wait until we had the full 7 members since we have located a family member and have a quorum. Mercedes Parker mentioned that Councilwoman Pittman may be interested in serving on the committee. Mr. Mousa stated the committee composition is already identified.

Ms. Shuman suggested we review the Executive Order 02-03, Section 3 – The Lex Hester Memorial Scholarship Review Committee – Created, and make sure we have the appropriate committee members from each category. The Executive Order states the seven (7) members, appointed by the Mayor, and from the following categories:

- One (1) representative from the public administration/political science – Sam Mousa
- One (1) representative from the planning and urban studies community - Vacant
- One (1) representative from the University of North Florida – Shari Shuman
- Three (3) representatives with an interest in public service – (1) Vacant, (2) – James Croft, and (3) Justin Damiano
- One (1) family member from the Lex Hester Family – Tracey Flynn

We have members from each category except for, one representative from the planning and urban studies community and one more representative who has an interest in public service.

Mr. Mousa asked Marlene Russell to check with Kristen Reed in the Planning Department to see if she is interested in joining the Committee to fill the planning and urban studies community vacancy.

Review Ordinance/Executive Order:

Mr. Mousa directed everyone to their agenda package which included the Ordinance Code and the Executive Order. He explained the Ordinance Code included the original appropriation of \$50,000 and to date there is approximately \$22,000 of interest that can be awarded. The Ordinance Code also includes background on Mr. Hester.

The Executive Order includes the background of the Trust Fund and describes the criteria for recipients of the scholarships. The Executive Order is very specific that recipients must be a

resident of Duval County. Once the Committee is ready to make scholarship award recommendations, the Mayor is authorized to authorize payment to the recipients. Ms. Shuman said the actual payment would be payable to the University of North Florida since the scholarship must be used for tuition.

Mr. Mousa pointed out the criteria of the evaluating candidates for the scholarships as specified in Section 4 of the Executive Order. Mr. Mousa reviewed Section 5 of the Executive Order and commented that the Executive Order was enacted over 16 years ago and the amount of the scholarship may be too low for current tuition rates. Mr. Mousa can recommend revisions to the current Executive Order if the committee wishes to raise the amount of the scholarship.

Ms. Shuman pointed out that the current criteria may not be applicable to current academic requirements. The first criteria is no longer valid, as students are not ranked in class and in courses at University of North Florida. Ms. Shuman stated requiring their current GPA might be more appropriate.

The committee agreed to change the language to allow students who have been accepted in the Master's Program would also be eligible for the scholarships.

The committee agreed to raise the scholarship amount from \$1,000.00 to \$1,500.00.

The committee agreed that Mr. Mousa would review and make recommendations, in consultation with the Office of General Counsel to revise the Executive Order to update language to be more applicable to the current year.

The committee agreed that Ms. Shuman would review the four (4) criterions and makes a recommendation to revise the criteria and will email to the committee support staff, Marlene Russell, who will distribute to the committee members.

Process for distribution of scholarship funds:

The committee agreed that Mr. Croft would create a standardized on-line application for applicants to submit the scholarship application. Applicants would be able to attach required documents and email the information to the committee for evaluation. Ms. Shuman will share sample applications with Marlene to share with Mr. Croft.

The committee agreed that Mr. Damiano would create a bulleted list of the process for the distribution of funds. Ms. Shuman agreed she would send information to Marlene Russell, which she gathers from already established committees at University of North Florida for examples.

The written minutes for this meeting are only an overview of what was discussed, for any questions please contact Marlene Russell at marlener@coj.net.

Meeting Adjourned: 2:15 PM

Attachments:

Meeting agenda, October 23, 2018

Sign in Sheet, Meeting, October 23, 2018

Lex Hester Memorial Scholarship Committee Members

Ordinance 2002-671-E

Executive Order No. 02-03