

**THE JACKSONVILLE CHILDREN'S COMMISSION  
1095 A. Philip Randolph Blvd.  
Jacksonville, FL 32206**

**BOARD MEETING MINUTES**

<b>Meeting Information</b> <b>Date: March 19, 2014</b> <b>Jacksonville Children's Commission Board Room,</b>	<b>Board Member Attendance</b>			
	X	Elder Lee Harris, Chair	X	Ju'Coby Pittman
	X	Matthew Kane, Vice Chair		
		Jill Smith, Treasurer		
		Cathie Shimp, Secretary		
	X	Heather Carter		
	X	Dr. Davy Parrish		

**Also Present:** Ex-Officio/Advisory: Lawsikia Hodges, Lt. Mathew Nemeth, Sheriff's Office/PAL; Bryan Hensley, DCF; Connie Hodges, United Way; Dr. Annmarie Kent-Willette, COJ Education Commissioner; Susan Main, Early Learning Coalition; Julie Taylor, State Attorney Office.

**JCC Staff:** Jon Heymann, Cynthia Nixon, Cheryl Townsend, Lori Hershey, Dae Lynn Helm, Rodger Belcher, Michelle Brabson, Lauren Cowman, Colin Murphy, Chandra Brown, Ginger Preston, Lenora Wilson.

**Guests:** Jim Clark, Daniel; Peg Ganger, Girls Inc. ; Bruce Lavant, Bridge; Ed Suggs, City Council; Dr. Shannon H. Perry, BGCNF; Jeanne Dillard, ECS; Mike Lisle, CIS Jacksonville; Carla McIntosh, CCJ; Alexis Lambert , Manager Public Accountability.

<b>Agenda Item</b>	<b>Outcome/Action</b>
<b>Call to Order</b>	Elder Lee Harries, Chair called the meeting to order at 12:08 pm
<b>Chairperson's Report</b>	<p>Elder Harris called on Mr. Heymann to introduce new staff. Mr. Heymann introduced Colin Murphy as Sr. Director of Operations (to function like the COO).</p> <p>Elder Harris asked Board Members and Ex Officio Members to introduce themselves.</p> <p>Recognized and introduced Alexis Lambert, Manager , Public Accountability, from the Mayor's Office, to provide overview of the FL Sunshine Law.</p> <p>Ms. Lambert explained that the Sunshine Law requires public notice when two or more Board Members/Ex Officio Members meet to discuss JCC Board Business. That notice should be given 7 days in advance (48 hours minimum) and be held in a public place that is not a restaurant or require ID to enter. She</p>

pointed out that staff could not be used as a conduit to skirt around the rules. There was discussion about conversations between voting members and non-voting members of the board. Lambert clarified that even though Ex Officio members do not vote, the Sunshine Laws do apply and that no pending JCC Board issue should be discussed without posting the meeting and holding it in an open place. She also noted that Emergency meetings could be held but 24 hour notice needed be given. If two or more members meet and public notice has been given, then minutes must be taken and posted for public record.

Lambert pointed out that board members could not teleconference into the meeting if they were out of town on business. She said being out of town on business or vacation would only be counted as an absence. However, a board member who was in town yet physically incapacitated (due to illness) to attend the meeting would be allowed to call in and participate via telephone in the meeting. Only state boards are allowed to hold conference calls for board meetings.

Lambert clarified that it is okay for the JCC CEO to meet one on one with board members. However, only 1 Board member and the CEO may meet with a City Council Member. If more than one Board Member attends a meeting with a Council Member then the meeting would have to be held in a conference room at City Hall and it would have to be posted in order to inform the public.

Regarding social media, Lambert noted that both Twitter and Facebook fall under the Sunshine Law and all posts must be recorded and archived. She reminded everyone to use their best judgment when making post to a City Facebook page.

Lambert also noted that the City of Jacksonville has received the highest score in the state regarding transparency.

There was discussion about the need to review Board Ordinances and Elder Harris suggested addressing that issue under new business.

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Elder Harris recognized Vicki Waytowich who reported on System of Care. Her Power-Point presentation is attached. Mr. Heymann suggested that her presentation continue at the next board meeting as well.

Harris noted that an email had been sent out regarding the

	<p>establishment of a program committee and that would be voted upon during Old Business. He also noted that there would be discussion on appointing a committee to develop an evaluation for the CEO. Harris also stated that there would be discussion on establishing a committee to review board structure.</p> <p>It was suggested that by laws be sent to all Board members and Matthew Kane suggested the formation of one committee to develop a new member orientation, review governance and by laws as well as to work on developing an evaluation for the Executive Director and a self evaluation for the board.</p> <hr/> <p>It was moved and seconded that the consent agenda be approved. It passed unanimously.</p>
<b>Finance Report</b>	<p>Cynthia Nixon reported that there were no action items at the last Finance Committee meeting. She opened the floor for questions about the Finance Summary Packet. (see attached). There were no questions but Susan Main applauded the \$20,000.00 that was awarded to JCC by the Early Learning Coalition (ELC).</p>
<b>CEO Report</b>	<p>Jon Heymann commented on the Children's Walk which took place at 9:00am on 3/19 at the Jacksonville Landing and concluded at City Hall. He emphasized the need to Reboot, Rethink and Retool.</p> <ul style="list-style-type: none"> <li>• The 1 page information sheet about JCC was distributed to each Board Member and they were encouraged to help distribute the flyers.</li> <li>• Requested that an update on the initiative with the University of Florida (UF) be presented at the next Board meeting by Ginger Preston and Susan Main.</li> <li>• Jacksonville was recognized in D.C. for leadership with the National League of Cities (NLC).</li> <li>• Acknowledged the need to revamp the evaluation process of both CEO and The Board</li> <li>• Asked Board Members to identify area of expertise and share that knowledge through the Training Institute.</li> <li>• Noted that progress has been made on new website and that the "likes" on JCC Facebook page was growing. He also encouraged members and guests to invite friends to like JCC Facebook page.</li> <li>• The vote regarding the \$20,000 from ELC was approved by the City Council in a 19-0 vote.</li> </ul>

	<ul style="list-style-type: none"> <li>The Youth Travel Trust Fund was passed in committee by a 7-0 vote and is expected to pass before the full City Council. The amount that will be in the Youth Travel Trust Fund is approximately \$33,000.</li> <li>Work is still be done in order to have the \$257,000 returned to the JCC budget. The money was recaptured due to fiscal savings by JCC and instead of being able to use the money to put toward programs the City Council recaptured it.</li> <li>GradNation will take place on 4/4/2014 and Jacksonville is one of 100 cities selected to participate. The goal is for Jacksonville to reach a 90% graduation rate by 2020. Dr. Ann Marie Ken-Willette noted that America's Promise is designed to create action plans. She also noted the correlation between poverty, in Jacksonville and the graduation rate. She identified major sponsors of the event as well.</li> <li>The JCC Organizational Flow Chart was introduced and it was pointed out that the goal was to allow Board Members to see the various roles that factored into JCC's daily function.</li> <li>Heymann concluded his report citing a newspaper article that noted a decrease in behavior problems within DCPS and that JCC would look into student violence occurring in the streets and homes.</li> </ul>
<b>Old Business</b>	<p>Elder Harris discussed the establishment of the Program Committee and referred to the numerous discussions that had taken place regarding its' significance.</p> <p>He suggested that Matthew Kane Chair the committee and that Cathie Shimp, Davy Parrish, Heather Carter, and Ju'Coby Pittman serve on the committee. It was so moved and seconded and passed unanimously. Mr. Kane would also remain on the Finance Committee.</p> <p>There has been no action on the Brewer Center to date but it was noted that the Mayor had some ideas regarding use for the summer. Matthew Kane said that he understood it was to be used for youth over the summer. Mr. Heymann noted that the Brewer Center is designed for preschool children but that JCC had space to accommodate youth if the Mayor wanted to use available space within JCC for his youth summer program.</p>

<b>New Business</b>	<p>Elder Harris suggested the establishment of an ad hoc Governance Committee which would consist of 3 voting members and 2 non-voting members. This committee would work on a recommendation for an evaluation process, review the Board's by laws and develop a new member orientation. He accepted volunteers and appointed Ann Marie Kent-Willette. The other members of the committee are: Dr. Davy Parrish, Ju'Coby Pittman, Susan Main, Dr. Bonnie Horner. There was a motion to approve and it was seconded. The establishment of the new committee passed unanimously.</p> <p>There was also discussion about the posting of Board Minutes and when to make the draft available to both the Board and public. Legal Counsel noted that the law requires that minutes be made available within 72 hours of the meeting. It was agreed that this requirement should be followed.</p> <p>Davy Parrish mentioned concern about changes in distributing food to those in need. Ju'Coby Pittman said that the process is still working but it is under review and she would report at the next board meeting and forward any pertinent info to JCC for distribution to providers.</p>
<b>Public Comments</b>	None
<b>Adjourn</b>	Elder Harris at 2:10pm