

Youth Activities Board Meeting

October 8th, 2024 at 5:30 p.m.

City Hall, Room 237

Zoom : <https://juneau.zoom.us/j/85965040387?pwd=US5X6aqBPI2dLm6iJD0RjvSCaqYhbF.1>

Agenda

I. Roll Call

Present: Tom Rutecki, Bonita Nelson, Valerie Peimann, Kristin Hochstoeger, Josh Anderson, Phillip Huebschen. Absent: Elizabeth Balstad

II. Approval of Agenda - approved

III. Public Comments on non-agenda items - NA

IV. Approval of Minutes - approved

V. Old Business - NA

VI. New Business

- a. Creation of Youth Activities Board handbook – Bonita Nelson
Ms. Nelson will lead the charge to create set instructions, as there is a history of things not being written down. The subcommittee did analysis for over three years and found scoring for grants wasn't clear. Because of high turnover, new board members don't always know how scoring is done. There is a bias toward larger groups and smaller groups do not receive as much money. Subcommittee will continue to refine the criteria for judging.
- b. Survey for grantees – Lovejoy has created a survey for previous recipients; will go out in 2025
- c. Discussion on CBJ's Annual Legislative Capital Priorities list - NA
- d. YAB Calendar – timeline looked at by the board and agreed to with the finance committee meeting date TBD
- e. Youth Activity Board seats – 2 vacancies
- f. Sub-Committee update

VII. Liaison Reports

- a. PRAC – New members were appointed. The board reviewed the Legislative Capital Priorities list and voted to support State Park and Lemon Creek initiatives. Motioned to use grant fund money to repaint the exterior of the Jensen-Olson Arboretum exterior. This was forwarded on to the assembly
- b. JAHCC – Wearable Arts was a big success; Auk Rock planning for 2025 has begun. There will be a membership meeting 10/9/24. Season 51 is about to start and the Capital Civic Center project is ongoing.

VIII. Board Comments – Welcome to our new members

IX. Next Meeting – 11/12/24

X. Adjournment – motioned by Valerie Peimann

Survey questions for YAB grant applicants

- 1) ~~How do you feel about the process?~~ What aspect of the process would you like to improve and how would you improve it
 - 2) What would make it easier?
 - 3) Are there parts of the process you feel are redundant?
 - 4) ~~Do you think the scoring process is easy to understand and is transparent?~~
 - 5) Are you aware of the annual presentation regarding application details and instructions that takes place in February?
 - 6) Is there anything else you would like us to know?
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YAB FY26 REVIEW SCHEDULE

Thursday	January 2, 2025	Request for Youth Activity Grant application becomes available and is posted online. Staff will also email all previous grant applicants the available date.
Tuesday	February 1, 2025	YAB meeting w/grant applicants for Q&A
Monday	March 3, 2025	Proposals are due to the Zach Gordon Youth Center by 4:30pm.
Tuesday	March 4, 2025	Staff will divide proposals into three separate categories: Art/Theatre/Dance, Sports/Athletics, and Academic/Other and prepare board packets.
Tuesday	March 4, 2025	Packets ready for pick-up at Zach Gordon Youth Center by 6:00pm.
Tuesday	March 11, 2025	Contingency Grant meeting (if needed)
Friday	March 14, 2025	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, 3/17/25.</i>
Monday	March 17, 2025	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.
Monday	March 31, 2025	Organization answers due back by 4:30pm.
Wednesday	April 2, 2025	Organization answers sent to subcommittee group members
Friday	April 4, 2025	Staff liaison emails Adrien with Finance to confirm date for finance committee meeting.
Tuesday	April 15, 2025	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 16, 2025	5:00pm – 8:00pm CBJ Conference Room 237 Full board meets to finalize YAG funding recommendations.
Wednesday	April 23, 2025 (tent)	5:00pm – Assembly Chambers & virtual Finance Committee meeting Informational item for YAB Grant funding.

Youth Activity Board Users Manual October 8, 2024 Bonita Nelson

Why? Document YAB protocols and provide easy access to documentation for YAB

History of the YAB grant proposal and scoresheet revision.
(BN Sept 2023)

Beginning in FY 16, the YAB began a review of the YAG score sheet, the clarity of the instructions, and an analysis of the reviewer scores for each scoring committee. This was motivated by the need to document institutional knowledge from board members, a recognition that the Resolution establishing the YAB and YAG priorities for scoring were not adequately represented on the score sheet, and the realization that board members had differing criteria for assigning point values to categories.

A review sub-committee, consisting of experienced and new board members 1) revised the score sheet to align the point values of categories to the 13 priorities listed “in order of importance” in the Resolution and 2) began editing the RFP instructions (section B) for clarity and adding scoring criteria to qualitative and quantitative categories. The subcommittee did not rewrite the RFP nor did they change the scoring committee structure. The subcommittee was in effect for a year. After FY16, the YAB has annually made minor edits to the RFP.

The total point value of the score sheet was lowered from 257 points to 150 by assigning new point values for categories while ensuring that the Resolution’s priorities were followed.

Additionally, the YAB began dedicating one meeting annually to provide the public with information (using a power point presentation) about the score sheet, the scoring criteria and clarification made in the RFP instructions. Comments and suggestions from organizations and board members are always discussed after each scoring cycle and are used to edit the RFP as necessary.

An ongoing process of clarifying what types of expenditures are and are not allowable for funding according to Resolution of CBJ Serial No 2820 occurs during each review cycle. These protocols are voted on at meetings but are only documented in the meeting minutes and with institutional knowledge. A YAB

user's manual will document these protocols and provide examples from grant applications.

In (FY24) YAB established a subcommittee to clarify specific terms and definitions that came up during discussions with the board over the previous two years regarding allowable expenditures. New clarifications concerning "special events" and "special instructors" were the major topics of discussion.

Documentation of items deemed not fundable and not fundable have been presented at funding meetings. This subcommittee met twice.

Scoresheet Revision The current scoresheet has a negative bias toward smaller organizations and the verbiage of categories established by the YAB (not the 13 mandates from the CBJ Resolution) have not been reviewed in several years. YAG organizations have evolved over the years especially concerning safety protocols. A review of the YAB established categories of the scoresheet is warranted.