

**Youth Activities Board Meeting
Zoom Webinar/CHCR #224
February 16, 2023
5:00 p.m.**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/84907996159>

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Webinar ID: 849 0799 6159

Members of the public wishing to provide public comment during tonight's meeting can do so by clicking the "Raise Hand" button (online Zoom Webinar) or press *9 (telephone).

Agenda

- I. Roll Call**
- II. Approval of Agenda**
- III. Public Comments on non-agenda items**
- IV. Approval of Minutes**
 - a. Minutes for December 13, 2022
- V. Old Business**
- VI. New Business**
 - a. YAG FY24 Application - Public Discussion Q&A
 - b. Contingency Requests- Available Balance: \$16,625

NAME	AMOUNT REQUESTED	AMOUNT AWARDED
Team Hydro Phoenix - FIRST LEGO League State Championships	\$1,000.00	

- VII. Liaison Reports**
 - a. PRAC
 - b. JAHc
 - VIII. Board Comments**
 - IX. Next Meeting - Tentatively March 14, 2023**
 - X. Adjournment**
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**Youth Activities Board Meeting
Zoom Webinar
December 13, 2022
5:30 p.m.**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/96746504233>

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Webinar ID: 967 4650 4233

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❖ Meeting Minutes

- I. Call to order at 5:37pm- Tom Rutecki, Chair**
Roll Call-
Member Present: Tom Rutecki, Bonita Nelson, Samantha Schwarting, Kristina Moore-jager, Jack Lovejoy, Josh Anderson
Members Absent: Liz Balstad, Summer Christiansen
Staff Present: Dave Pusich; Recreation Supervisor/Staff Liaison
- II. Approval of Minutes: August 9, 2022-** Ms. Nelson moves to approve the minutes. No objection. Minutes approved
- III. Approval of Agenda-** Ms. Nelson moves to approve agenda. No objection. Agenda approved.
- IV. Public Comments on non-agenda items – None**
- V. Unfinished Business – None**
- VI. New Business**
 - a. YAB clarification on grant request for operational cost of facility, special event rental and special artist, educator or coach.
 - b. FY24 Draft Grant Application, Score Sheet, Tentative Review Schedule.

Mr. Rutecki stated that Ms. Nelson has compiled some budget clarification items of what are allowable facilities and personnel (coaches, instructors) funding requests. The board needs to determine what are fundable and non-fundable items per the stated resolution or as noted in grant application.

Ms. Nelson stated that there are inconsistencies on what types of facilities, coaches or instructors are allowed under current resolution. The YAB has awarded funds for facilities and instructors that do not meet what resolution and grant packet state.

Ms. Nelson stated the YAB needs to discuss and get on same page of what is considered special facility rent and special coach/teacher/artist. The YAB needs to explain to applicants in a reasonable and tactful way that some of these items that have been awarded in past cycles are actually not allowed per resolution.

Ms. Nelson stated the YAB needs to be consistent in awarding funds when regarding special instructors, special events, and if those request meet the intent of the YAG.

Ms. Moore-jager commented that it would be good to take a closer look at this again when the groups meet in their assigned categories to discuss grants received. Seems like per resolution there is allowable items for special event facility and instructor/coaches.

Mr. Anderson stated it would be great to keep an eye out on this during the new grant cycle that comes out in January.

Mr. Rutecki stated that each chair of the three scoring groups need to make certain they all know what can and cannot be funded per requests with all members in agreement.

Ms. Nelson stated her intent was to bring this concern up to the body of the board for discussion and awareness prior to next scoring cycle. The YAB needs to understand the intent of the YAG and its funding purpose.

Mr. Anderson asked if intent of the YAG was to supplement already established programs.

Mr. Rutecki stated the purpose of YAG program is to supplement existing programs not to support and fund them entirely.

- **Ms. Bonita Nelson** presented information as noted below to the board members for discussion;

Youth Activity Grant – Budget Definition Clarification What are Allowable Facilities & Personnel (Instructors) Funding Requests.

This summary document was made after a discussion with Bonita Nelson, Tom Rutecki and Dave Pusich held in August 2022 during a review of FY23 Youth Activity Grants. Grant information and definitions are reviewed, problems that occurred and ramifications are described and solutions for the Youth Activity Board are presented for discussion.

Problem: A thorough review of all FY23 grant requests showed that the YAB has inconsistently interpreted rules related to non-allowable funding requests. These include requests for facility rentals and personnel costs resulting in awards, which should not have been funded according to the enabling CBJ Resolution.

Definitions and Grant Information

The Guidelines in Section A our Grant Request Packet¹ contains instructions, guidelines, definitions, examples, and the enabling resolution²: The resolution is a legal document guiding the establishment of the grant, Board, proposed project requirements, and project priorities.

Page 4 of the Resolution (located on page A-9 of the Grant Request Packet) states: **“(3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs of 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”**

There have been many interpretations of the above paragraph over several years. The YAB, with assistance from the CBJ attorney, has established the following definitions and clarifications of what are not allowable personnel and facilities costs. These are listed on page A-1 of the Grant Request Packet. We begin by reiterating, **“Funding will not be awarded for administrative costs, operations costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors”**. We further note, **“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 special artist, educator, or coach offering a special program in Juneau. Special instructors must meet all of the following criteria: not currently on payroll and 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 will be at the discretion of the YAB”**.

Facility rental for a special program (defined on page A-5) is an allowable expensed under the grant. “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.”

The Board has added the above text to instructions based on the **intent** of the Assembly’s verbiage in the resolution as well as experience with several types of organizational requests over the years.

Review of FY23 proposals have shown that there exists a wide range of interpretations of what constitutes facility rental, instructor/special instructor status and what is a “special event”. Additionally, awards did not reflect removing non-fundable items from organization’s request.

¹ FY23 General Information Packet: Request for Youth Activities Grants RFGYAG #23-001

² Resolution of the City and Borough of Juneau, AK Serial No. 2920: A Resolution Reestablishing the Youth Activities Board (YAB), and Repealing Resolution 2761

The ramifications of not subtracting non-fundable items from organization's request can allow an organization to be: awarded an inappropriate number of points for the "Proposal request cost per participant hour category" (the second largest point value of the grant), to receive a larger reward than final point value indicate, and allows the entire group (Arts/Academic/Sports) to receive a higher percentage of their share of the total allocation.

Groups have been awarded more funds than they have been eligible to receive.

Solutions:

The chair of each scoring committee must ensure that all members of their committee recognize non-fundable items, that members agree on those non-fundable items and that all members score the proposals using the same requested amount.

The chair must also let Dave Pusich and the other committee chairs know of the extra amount of allocations they have resulting from lowered request amounts due to non-fundable items. The committee of the whole can decide how to allocate those extra funds during the final allocation meeting of the entire board.

Historically the Arts and Academic proposals on average receive higher percentages of their requested amounts than Sports. This is an artifact of the large number of sports organization requests (15-20) compared to the Arts and Academics (5-8) as well as the types of organizations applying.

The board must agree on what constitutes operational cost of a facility.

The intent of this provision is that YAG is not paying for the rent of the facility where the major activity of the organization's program occurs. This includes gymnasium, field house, classrooms in the school, sports fields or other outside facilities used in camps. Request for facilities rent cannot be considered, that requested amount must be removed from the total request.

Special Event Facility Rental – Continue to decide on a case-by-case basis

This has been a topic of numerous discussions and when in doubt questions should be brought up with board members who have scored several years of grants in attempts to remain consistent with board interpretations.

Sometimes an organization adds a new component to their traditional summer program and that has been construed as a "special event" when it is actually a new component, not a "special event" to a traditional program.

An organization can request funds for a special event to be held in the same venue that their normal program is, and that is permissible. For example, a group could have a

program at a CBJ school but have a special event (a concert) at the school. The event rental for the concert has been considered a special event.

The Board must agree on what constitutes: “special artist, educator, or coach offering a special program in Juneau” versus requests for “salaries and benefits for coaches or instructors”. This may be done by a case-by-case discussion or can be limited to only those individuals who travel to Juneau to present their program.

This has been difficult for several organizations and for board members. The board has interpreted “special” instructor to offer a “special program in Juneau” as being a person brought to Juneau (travel is associated with that person) for a unique opportunity that is not offered to Juneau youth. There are many examples of “special” instructors on grant applications, from teen helpers to adult Juneau artists, athletes, scientists or cultural instructors, all with unique and valuable skills to share with our youth. We have traditionally not been funded these positions since the people reside in Juneau and their skills often available through opportunities offered to youth. All of the adults and teens who work with organizations funded by the YAG are valuable and appreciated, but for our purposes are not “special instructors”, they are staff conducting the organization’s youth activities. The intent of this grant is to enhance an organization’s ability to offer programs to Juneau youth, not to be the primary funding source of the program.

The amount of funded items from FY23, which do not seem to adhere to the narratives written by the CBJ Resolution or the YAB explanation, is greater than \$40K.

VII. Liaison Reports

- a. PRAC - none as Mr. Anderson was not present at last PRAC meeting held on 12.6.22.
- b. JAHC - none as JAHC still trying to hire executive director for appointing a YAB representative for JAHC seat.

VIII. Board Comments

Mr. Anderson stated this was a good meeting and thanked Ms. Nelson for bringing this information together for the body of the board for discussion

Mr. Rutecki commented to thank Ms. Nelson on compiling information for this discussion and thanked her reviewing all the grants she did not score in her category. Mr. Rutecki stated the board has come a long way from when this grant review process first started.

No other members had comments.

IX. Next Meeting - February 16, 2023 at 5:00p.m.

X. Adjournment - Meeting adjourned at 6:42p.m.



**YOUTH ACTIVITIES BOARD
CONTINGENCY FUND APPLICATION**

(Please see reverse side for instructions and funding criteria)

Date Filing Application: 1/06/2023

Amount Requested: \$1000.00

Agency or Individual Name: Team Hydro Phoenix

Address: 305 Highland Drive
Juneau, AK 99801

Type of Agency: Individual, Corporation, Partnership, Joint Venture, Association or Other group of kids -
(Circle one)

Name of Event Requesting Funds For: State Competition in ANC for First Lego League Challenge

**1. Please explain your need for contingency funds and what makes this an unanticipated event.
Attach pages as needed.**

Lego Robotics Team, Hydro Phoenix, a group of 4th-6th grade students participated in their first ever Lego League competition. LEGO League guides youth through STEM learning and exploration at an early age. From Discover, to Explore and then to Challenge, students will understand the basics of STEM and apply their skills in an exciting competition while gaining productive learning habits, confidence, and teamwork skills along the way. Their team won the Innovation Award, achieved after selecting and researching hydropower. And have been advanced to the next stage of competition in Anchorage on January 14! It was their first year, and they didn't expect to WIN! but we are so proud

2. Attach proof of qualification for the event. Attach a flyer/brochure or web address for the event.

3. Groups only: How many youth will it serve? 7 (seven youth)

4. Dates of travel, event, etc: Travel 1/13 - 1/16

5. Please attach the program budget defining/outlining how the requested funding will be used.

Name of contact person: Dawn Millen - Head Coach

(Person who will be primary contact for all information about the project and will attend meeting)

Address: 305 Highland Drive, Juneau AK 99801

Day Phone: 907-209-3163 **FAX:** _____

E-mail address: dawnbmiller@gmail.com

Name and Title of person authorized to sign contingency contract:

Dawn Millen - Head Coach

You will be notified when the YAB will be meeting to review your request. Can you have a representative attend this meeting? Yes___ No___ NO, Team will be traveling back home to JNU

YAB Review Date: 2/16/23 **Amount Approved:** _____
Conditions of Award:



Montessori Borealis - Team Hydro Phoenix

FIRST LEGO LEAGUE PROJECT AWARD CHAMPIONS IN JUNEAU!

WE WON THE INNOVATION AWARD!

THE TEAM IS ONTO STATE CHAMPIONSHIP IN ANCHORAGE JANUARY 14th, 2023!

**WE NEED SPONSORSHIP TO HELP US WITH FLIGHTS,
LODGING, MEALS AND TRANSPORTATION PLEASE!**

The Montessori Borealis Lego Robotics Team, **Hydro Phoenix**, a group of 4th-6th grade students participated in their first ever Lego League competition this past weekend and had a BLAST!! *FIRST* LEGO League guides youth through STEM learning and exploration at an early age. From Discover, to Explore and then to Challenge, students will understand the basics of STEM and apply their skills in an exciting competition while gaining productive learning habits, confidence, and teamwork skills along the way. An innovation presentation is also required to compete, this year the category is renewable energy. Their team won the Innovation Award, achieved after selecting and researching hydropower. They developed a model and poster presentation regarding a local concern; The second bridge crossing to North Douglas here in Juneau. They constructed a hydro powered Lego bridge model, which conducted energy for Douglas Island from tidal turbines, it also had a fish ladder for the salmon, and the design ensured boat access under the bridge. Their idea would make this the first hydro plant specific to Douglas Island, providing them a much-needed security from feeling "cut off" if Juneau's other plants or lines were to become an issue. The team will continue in presenting the amazing benefits of tidal hydropower for all Alaska coastal communities and compete in the tactile coded robot skills competition. With your generous gift of sponsorship, you will be supporting the future engineers and developers of our community! Thank you so much for your generous gift and support for these students!

Cost breakdown and donation guidelines follow on the next page.

First Lego League State Championship Cost Breakdown

January 13th-15th, 2023

Team Registration Fee:	\$100
AirFare:	Student + Parent = ~\$700 or 20,000 AK AIRline Miles (10K per person as of 12/20/2022)
Lodging:	2 nights = \$300 (\$150 a night, per room)
Transportation	\$50
Sustenance:	\$100

If you would like to donate Alaska Airlines Miles, 20K Miles can make a dream come true for a dedicated MB Hydro Phoenix needing travel assistance. We have found the most cost-effective way to purchase the ticket, is if YOU Book it directly for the family as there are no additional fees which do accrue when "gifting" miles through Alaska Airlines.

Please contact Dawn to acquire contact information for your sponsee student and family.

Thank you so much for your amazing gift and support of these incredible students!

WE ARE SO PROUD!

Dawn Millen & Dustin Stogner

Hydro Phoenix Team Coaches

AND

Grace, Teller, Ikahn, Pearson, Chase, Charlotte, Amelia & Seaver



Please make checks payable to:

Dawn Millen

Memo: HEAD COACH OF HYDRO PHOENIX TEAM

305 Highland Drive, Juneau, AK 99801

(907) 209-3163

dawnbmillen@gmail.com

OR

Alaska Development Corporation

Memo: Lego/Hydrophoenix

612 West Willoughby Avenue, Juneau AK 99801

Please note: We are not a nonprofit organization, we are just a group of parents and kids who really want to make some dreams come true. We will not be able to provide tax receipts.



dawn millen <dawnbmillen@gmail.com>

Invitation and Information for FLL State Championship

1 message

Alyson Cooper <acooper@jedc.org>

Wed, Dec 21, 2022 at 7:42 PM

To: "kristin.garot@juneauschools.org" <kristin.garot@juneauschools.org>, "dawnbmillen@gmail.com" <dawnbmillen@gmail.com>, "dstog53@yahoo.com" <dstog53@yahoo.com>

Hello Hydro Phoenix!

Congratulations! Your team has received an invitation to the Alaska Robot Rendezvous, Alaska's Invitational FIRST LEGO League Championship!

What: Alaska Robot Rendezvous

When: Saturday, January 14. 8 AM - 6 PM

Where: Goldenview Middle School

More information will be coming, but for now, here are some quick to do's to help you prepare for the event:

1. If you DO NOT plan on attending the event, please let me know as soon as possible!!
(acooper@jedc.org / (907) 465-7524)

2. Registration and Payment must be completed at <https://www.jedc.org/firstinalaska/fll-state-championship-registration/>

3. Hotels: We have a hotel block setup for teams at the Dimond Center Hotel, but you can use any hotel that you wish. You can book rooms at the Dimond Center Hotel for \$159 plus tax using this link. It has some advantages, such as proximity to the venue, being next door to the mall with many food options (and Dave and Busters for a Saturday night celebration!), a pool, and room for teams to gather and work. They have been friendly toward having us in the lobby because we have been respectful, and we need to maintain that relationship.

- **Group Direct Booking Link - No login/Attendee Code needed:**

Reservation URL: <https://reservations.travelclick.com/6164?groupID=3758975>

- **Group General Booking Link - User will be required to enter Attendee Code (Lego2023) coordinator can login using Group Code (Lego2023):**