



OFFICE OF MAYOR LENNY CURRY

ST. JAMES BUILDING
117 W. DUVAL STREET, SUITE 400
JACKSONVILLE, FLORIDA 32202

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Lex Hester Memorial Scholarship Trust Fund Committee Meeting

Meeting Minutes for January 25, 2019

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
Dr. Charles Moreland	City of Jacksonville
Kristen Reed	City of Jacksonville
Marlene Russell	City of Jacksonville, Staff Support

Meeting Convened: 1:00 PM

Mr. Mousa opened the meeting and introduced the two new members, Kristen Reed, Planning Department and Dr. Charles Moreland, Office of the Mayor.

Ms. Flynn was traveling from Orlando for the meeting and was delayed due to traffic. Ms. Flynn arrived at 2:00 PM and the meeting was officially called to order by the Chair. Committee reviewed the Rules of Procedure and the Scholarship Application, however no action was taken until she arrived and was briefed.

Meeting Minutes October 23, 2018:

Motion made by Shari Shuman and seconded by James Croft, Committee approved the minutes.

Executive Order 02-03:

Executive Order 02-03 was distributed and the Chair discussed the revisions to the Executive Order and how it changes the Lex Hester Memorial Scholarship Committee. Executive Order 18-03 supersedes Executive Order 02-03.

Review of Rules of Procedure:

The committee reviewed the Rules of Procedure. Justin Damiano will revise the document as discussed and forward to Marlene Russell for distribution to Committee Members.

The main edits were focused on adding a statement that there will be no reimbursement of residual funds. Other edits to the document were the timeline regarding distribution of scholarship funds, and the grading matrix. The grading matrix was revised to include 50 points for the GPA and 50 points for the essay.

Motion was made by Shari Shuman, seconded by Tracey Flynn, and the Committee approved the Rules of Procedure with noted edits.

Review of Scholarship Application:

The committee reviewed the Scholarship Application. James Croft will revise the document as discussed and forward to Marlene Russell for distribution to Committee Members.

The main edits were to add the statement that there will be no reimbursement of residual funds to the application. Other edits to the application included changing the requirement to require only one reference and not two. A statement was added to require the applicant to agree to provide proof of enrollment or acceptance in the program at the time of scholarship award.

James Croft agreed to revise the Scholarship Application and will forward to Marlene Russell for distribution.

All Committee Members approved Scholarship Application as edited.

The Committee agreed that a City of Jacksonville email address would be established to receive the applications. Marlene Russell will work with ITD to establish the email account.

Shari Shuman agreed to publish the application and place a notification at the University of North Florida. Marlene Russell will provide the link to the application to Shari once the edited application is complete.

Shari Shuman agreed to assist with the Gift Acceptance form.

The next meeting is scheduled April 10, 2019, 1:30 PM, Mayor's Office Small Conference Room.

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: 2:35 PM

Attachments:

Meeting agenda, January 25, 2019
Sign in Sheet, Meeting, January 25, 2019
Executive Order No. 02-03



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Lex Hester Memorial Scholarship Trust Fund Committee Meeting Agenda January 25, 2019 1:30 PM

- Welcome Sam Mousa, Chief Administrative Officer
- Introduction – New Members Kristen Reed and Dr. Charles Moreland
- Approval Meeting Minutes from 10.23.18 Committee Members
- Approval - Scholarship Application Committee Members
- Approval - Rules of Procedure for Fund distribution Committee Members
- Next Meeting TBD

Lex Hester Memorial Scholarship Trust Fund Committee Meeting

January 25, 2019, 1:00 PM

Mayor's Large Conference Room

Name /Department/Affiliation	Signature	Phone	Email
Sam E. Mousa, Mayor's Office, Committee Chair		904-630-7211	smousa@coj.net
James Croft, Public Affairs		904-630-7902	croftj@coj.net
Justin Damiano, JaxPort Authority		904-437-6175	Justin.Damiano@jaxport.com
Tracey Hester Flynn, Family Member		407-766-2472	Tinkr2thflynn@gmail.com
Dr. Charles Moreland, Mayor's Office		904-630-7215	cmoreland@coj.net
Shari Shuman, UNF		904-620-4727	sshuman@unf.edu
Marlene Russell, Staff to Committee		904-630-7232	marlener@coj.net
Kristen Reed, Planning Dept 		904.255-7737	KReed@coj.net



OFFICE OF THE MAYOR

JOHN A. DELANEY
MAYOR

1400 CITY HALL
220 EAST BAY STREET
JACKSONVILLE, FL 32202

EXECUTIVE ORDER NO. 02 - 03

To: All Elected Officials, Department Heads, Division Chiefs,
Independent Agencies, Authorities, Boards, Commissions and
Councils

From: John A. Delaney, Mayor

Subject: Lex Hester Memorial Scholarship Review Committee –
Scholarship Award Criteria

By virtue of the authority vested in me as Mayor, by the Charter, and as Chief Executive and Administrative Officer of the Consolidated Government, it is ordered:

Section 1. Background. The Council of the City of Jacksonville (the "Council"), in Ordinance 2002-671-E, created Section 110.352, *Ordinance Code*, which established the Lex Hester Memorial Scholarship Trust Fund, (the "Fund") into which was placed an initial appropriation and such other private gifts or funds as may be contributed to the Fund, from time to time, together with all interest earnings derived from the Fund's assets. The legislative purpose of the Fund is to provide periodic monies from the interest earned, in the Fund, for scholarships for deserving and qualified persons residing in Duval County, who intend to pursue a career in public administration at the University of North Florida (the "Scholarships"). The Scholarships are to be awarded to the eligible persons based on such guidelines for procedures, eligibility and merit as shall be promulgated by mayoral executive order and approved by resolution of the Council. The Mayor is then authorized to make expenditures, for Scholarship awards, by written request, from the periodic interest earnings available in the Fund, based upon the guidelines developed in the executive order.

Section 2. Purpose. The purpose of this executive order is to implement Section 110.352, *Ordinance Code*, by establishing guidelines for procedures, eligibility and merit for the award of the Scholarships; and to create The Lex Hester Memorial Scholarship Review Committee to evaluate Scholarship candidates and to make recommendations for Scholarship awards.

Section 3. The Lex Hester Memorial Scholarship Review Committee—Created. There is hereby created The Lex Hester Memorial Scholarship Review Committee (the "Committee") to be comprised of seven (7) members, appointed by the Mayor, from the following categories:



- (a) one (1) representative from the public administration/political science; and
- (b) one (1) representative from the planning and urban studies community; and
- (c) one (1) representative from the University of North Florida; and
- (d) three (3) representatives with an interest in public service; and
- (e) one (1) family member from the Lex Hester family.

The members, except for the family member, shall serve a term of four (4) years. Members, except for the family member, may not serve more than two (2) consecutive full terms; *provided however*, members shall continue to serve on the Committee until such time as their successors are appointed. The family member shall serve perpetual four (4) year terms unless that family member requests to be removed; in that event another family member will be appointed to the Committee. The Committee shall annually elect a Chair, who shall serve for one (1) year and cannot serve for a consecutive full term. The Committee shall meet at least two times per year at the call of the Chair. The Committee shall adopt its own rules of procedure, *provided however*, a quorum shall consist of four (4) members, one of whom must be the family member. Meetings shall be governed by the Florida Sunshine Law, codified at Section 286.011, Florida Statutes, and shall be held in facilities owned or leased by the City.

The duties of the Committee shall consist of evaluating candidates for Scholarships based upon the criteria specified in Section 4, of this Executive Order, and making recommendations to the Mayor for Scholarship awards.

The Committee shall make an annual report to the Mayor on its activities during the previous year.

Section 4. Criteria for Scholarship Awards. The following criteria shall be used in evaluating candidates for Scholarship awards:

- (a) Academic standing, including rank in class and rank in courses in the Master of Public Administration Program at the University of North Florida (UNF)
- (b) Responses (in essay form) to written questions including Why the course of study was chosen, why public service is important, why public administration studies are important, why the Scholarship is important.
- (c) Two (2) personal references.
- (d) Recommendations from two (2) faculty members in the field of public administration.

Section 5. Recommendation/Award of Scholarship. Based upon the evaluation in Section 4, the Committee shall recommend a candidate to receive a one time Scholarship of up to \$1,000, contingent upon availability of funds, from the periodic interest earned from the assets in the Fund. The Mayor, pursuant to authority in Section 110.390, *Ordinance Code*, shall issue a written request for funds and shall provide those funds to the successful candidate for the Scholarship contemplated by that ordinance. The Scholarship must be used for tuition expenses for the Master of Public Administration Program at the University of North Florida. Scholarship funding shall be provided directly to the successful candidate. Such successful candidate shall be required to submit supporting documentation of expenditure from the involved institution of higher education.

Section 6. Staff Support. The Mayor's Office shall provide staff support for the Committee. Each year, no later than April 1, the Mayor's Office, for and on behalf of the Committee, shall publish an advertisement in local newspaper(s) announcing availability of the Scholarship opportunities, contingent upon availability of sufficient interest monies in the Fund. The Mayor's Office shall also provide Scholarship information to the financial assistance offices and relevant schools of study at the University of North Florida.

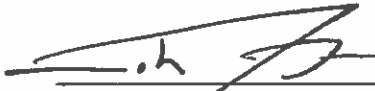
Section 7. Effective Date. This executive order shall become effective immediately upon execution.

Approved as to conformity with
sound fiscal policy:



Director of Administration and Finance

Approved and issued:



John A. Delaney, Mayor

Approved as to form:



Assistant General Counsel

Approval Date: 10-24-02

Effective Date: 10-24-02