Facilitator's Script 7.12.18

Good morning, everyone, and welcome to the 2019 Arts Culture and Heritage Funding Panel meeting. My name is Tony Allegretti. I am the Executive Director of the Cultural Council of Greater Jacksonville and I will facilitate the meeting. I am a St. Johns Cultural Council appointed member for the purpose of facilitation

This review process is based on the process used by the Florida Arts Council Division of Cultural Affairs and has been approved by the Tourist Development Council and the Board of County Commissioners.

As the facilitator I do not score, comment or vote on any of the applications. I have not read any of the applications. My role is to facilitate this meeting and make sure that we move along orderly and efficiently. Applicants you are not making a full presentation of your application today. Your application as submitted must speak for itself. You are part of the application review process. You will have up to 3 minutes to update any new information that is available about your application. That is, new information about your program or event that has occurred since the application deadline. If you do not have new updated information you should not speak.

You will also have the opportunity to answer directly any questions that the panelists ask about your application. I will monitor your answers and if you stray from the question I will cut you off.

There will be three times that comments can be made by an applicant about the application itself. The first time is when you add any new information about your application. The second time will be in response to a panelist’s question. The third time will be following all panel scoring and before the panel votes to approve the final application scores.

There will be a fourth public comment period following the final vote to approve scores and before we adjourn. This is an opportunity to comment on the process, offer suggestions for the future or comment on issues for the benefit of the field and the TDC/SJCC. If you happen to speak you will be given 3 minutes.

Because this is a government process there is etiquette that must be observed among applicants participating. First and foremost, please observe proper decorum in your comments and your responses. It is important to remember that there are far more requests than money available. As stated in the application guidelines, there is no assurance that any application will be funded fully or partially.

There will be two break periods. The first around 10:30 and the second will be a lunch break unless the process proceeds quickly and may be concluded without the need for that break.

Panel members are at the heart of the grant process and we are deeply appreciative of the panelists. They have spent many hours reading and scoring each application before this meeting. The panelists are not compensated for this process. They have agreed to lend their knowledge, expertise and time to ensure the integrity of this process.

Panelists have been appointed by the Board of County Commissioners and are an official advisory body to the County.

Panelist we would like to take a moment for each of you to introduce yourself:

Panel Introductions

Thank you for all your time and effort.

It's equally important to identify the TDC and the Cultural Council staff here and what their role will be for this meeting.

The TDC staff present are: Dena Masters who will handle the actual scoring. Tera Meeks is the TDC Executive Director.

The Cultural Council staff present are: Kathe O’Donnelly, Assistant Director and Andrew Witt, Executive Director

Neither Tera nor Andy will speak during the review unless there are very specific technical questions about the guidelines or application. They may speak during the final comment period.

Applicants we are pleased that you are here with us. Let’s go around the room and we ask that you introduce yourself and organization only. This is not the time for updates.

go through the list for applicant introductions – they will stand and say their name and organization.

Panel members I need to remind you about conflict of interest. If you have any association with any applicant organization you need to let me know right now. You will not be permitted to speak to or score the application with which you have a conflict. You also need to consider whether or not your participation gives the appearance of a conflict. Will I or my organization financially benefit from the grant awards of certain applicants? Does anyone have a conflict of interest?

Dena how will we handle the conflicts?

Panelist you have each reviewed these applications and have done so with specific instruction using the evaluation criteria in the guidelines for this program. Please remember that it is very important for you to provide written comments in addition to your number scores, particularly for those application you score low. At some point after today's meeting I encourage you to make constructive and helpful remarks to help the applicants in the future. Remember the comments are public record. You will also be able to revise your preliminary scores today and we will take time for you to adjust the individual scores and make certain of the new total and have those scores recorded and read aloud by the staff. You may also add written comments and you will be given an opportunity to submit them after the meeting has concluded. You are charged with the recommendation of proposals of the highest quality. Keep in mind that the recommended proposals cannot restrict participation based on age, sex, race, creed, national origin, handicap or marital status.

Your individual scores are extremely important and will be used to create an average score. The final average score will directly impact the funding recommendations. Let me repeat - the final average scores will directly impact the funding outcomes so make absolutely certain that they reflect your professional judgment and expertise. If you believe certain applications should not be funded, you should score appropriately.

Here is how we will proceed:

Dena will read each application number and organization name, and if there is a representative present you must introduce yourself. You may provide updated information to the panel at that time. Updated information is defined as new information pertinent to the application since it was submitted. This is limited to 3 minutes. Please do not repeat what has already been presented in your application and keep your remarks brief and to the point. Panelists remember that it is the applicant's responsibility to have given complete information in the application and materials and not wait until this meeting. Applicants you may not ask questions of the panelists. If Panelists have concerns or questions they will ask you and you can give a brief explanation.

Panelists, you each have your score and comments and as we move through the list you are encouraged to discuss each application amongst you and ask questions of the applicants. Then I will ask you to voice your score for each applicant and call on you in rotation. We will use "Olympic" scoring. That is all seven scores will be recorded. The Staff will average the scores by eliminating the highest and lowest and average the remaining 5 scores. The staff will project the score sheet on the screen and it will show the individual panelist's scores and the five selected for the average score.

After all applicants through the last one on the list have answered your questions and have been scored we will ask for the applicants if they have any brief comments, limited to 3 minutes. After these comments I will ask you if you would like to adjust any of your scores.

Then I will ask for a motion to accept the scores. Then I will ask for general comments from the panelists. After that is completed I will ask for general comments from the audience, again limited to 3 minutes.

Let's get started:

1. Dena Read applicant organization and number

2. Call on applicant for updates

3. Call on panelists to ask direct questions and for discussion

4. Call on panelists to voice preliminary scores in rotating order

5. Call on staff who writes scores and reads total and average

6. Continue through the list until the end

We have finished the first round of scoring. Now comes the third opportunity for any applicant comments.

Identify yourself and you have 3 minutes to make your comment - Please no question to the panelists.

Thank you for your comments.

Now we are going to finalize the scores. Please read the applicant organization name, number and average score. Panelist, please speak up if you wish to change the score you have given an applicant and explain why.

Now I will accept a motion to adopt these scores. This will become the list of eligible applications that will be forwarded to the TDC who will make the recommended dollar awards at their meeting on Monday, July 16. This recommendation will be submitted to the Board of County Commissioners for final approval as part of the FY 2019 County Budget. Applications with the same scores will be ranked by application number, lowest to highest.

Motion/ second /vote

We now have a list of applicants for the TDC.

I am going to give the first opportunity for the staff to speak. Would anyone like to make a comment?

Panelists thanks again for all your hard work and preparation for this meeting. Would any panel member like to make a comment?

Thank you. Are there any comments from the audience?

Is there a motion for adjournment?